

# **The Hand Book of The Bombay Archives**

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## P R E F A C E

I AM very happy to write the preface to this important and valuable publication of the Directorate of Archives. The preparation of a Handbook of Archives was long overdue. The extant *Handbook* compiled by A. F. Kindersley in 1921 records the possessions of the Bombay Archives till 1820. Availability of only scanty information about the later acquisitions proved a very great handicap to historians, scholars and to the Department itself. Originally late Shri P. V. Pendse worked upon the scheme, but it was taken up in right earnest by Shri S. P. Desai and completed in about four years. Shri Desai has taken enormous labour spread over a number of years and has put in consistent and constant efforts in the preparation of this volume. I hope that this will prove to be an encouragement to the other staff members to put in such efforts and make the publication section of the Directorate of Archives a rich preserve. I am thankful to all the staff members who have directly or indirectly been associated in the compilation of this volume. I am also thankful to Shri S. A. Sapre, Director of Government Printing and Stationery and Shri G. D. Dhond, Manager, Government Central Press and other staff of the press for the expeditious manner in which the printing and publication of the volume was completed. The jacket for the work was excellently designed by Shri A. K. Sabnis, Artist under the able direction of Shri G. D. Dhond, Manager, Government Central Press, Bombay for which I am grateful to both of them.

Bombay,  
1st September 1978.

B. G. KUNTE,  
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Photographs : by Shri A. G. Kudalkar.

## INTRODUCTION

THE *Handbook of the Bombay Government Records* by A. F. Kindersley was first published in 1921, and it has been out of print since quite a long time. That Handbook gave a brief description of the records only upto the year 1820 (with a few exceptions). Of late there has been a tremendous increase in the volume of records transferred to the Department of Archives, and the old Handbook required thorough revision as also enlargement to bring it up-to-date. The non-availability of such a Handbook had put research students in particular and others in general to untold inconvenience.

During the last three decades or so, several developments have taken place. The Bombay Record Office is now developed into the Central Archival Agency of the Government of Maharashtra. It has not now remained a mere repository of Government records; it has become a centre of information and learning. A number of foreign students are attracted towards various problems in Indian History and they visit and make use of the Bombay Archives in the course of their research.

The Archives of Maharashtra Government are at Bombay, Pune and Kolhapur, with two more regional offices recently opened at Aurangabad and Nagpur. They constitute the richest legacy left by the predecessor Government of the East India Company and of the Marathas from whom British took over. No other State in India has such an old record of the early period of an all India nature.

In Bombay Archives, there are about five lakh bound volumes and files dealing with political upheavals, military movements, education, judicial and ecclesiastical matters, rural economy, public health, development of ports, transport, trade and industry, water-supply, etc., and covering the period from 1630 to 1955. They are preserved for posterity because of their continual utility for the necessary governmental processes, for protection of public and private rights and above all for research by scholars and students. The historical sense, which is a public necessity in every country, can only be developed by the study of historical evidence at first hand. The Maharashtra Archives facilitates researches in its records for proper purposes.

The private records acquired from the old families, which throw light on many unknown events in the Maratha History, are outstanding among the new acquisitions of the Bombay Archives during last fifteen years.



This Handbook is limited to the records housed in the Bombay Archives only. Similar Handbooks for other archival repositories (at Pune and Kolhapur) under the control of the Department of Archives, Maharashtra State, are to be prepared.

Due to the urgency of expeditiously completing this very valuable work of reference the manuscript had to be rushed through; so there is every chance of some shortcomings creeping in the work. It is hoped that the readers will bear with them. My colleague Shri R. S. Pednekar, Research Assistant, had already prepared a rough manuscript of the Handbook which was to be scrutinised, revised and re-written. I am very much grateful to Shri Pednekar, without whose help I could not have completed this work within a very short period. He carried the responsibility of collecting all the data for the holdings at Bombay for this Handbook. His knowledge of the records proved invaluable in this matter.

While compiling this Handbook, I have gone through and used a few notes, available in the office files, written by various Record Keepers and Officers, including Dr. V. G. Dighe, who had worked in the Bombay Archives in the past. I am thankful to all of them.

The Services of my class-IV colleagues Sarvashri G. M. Gaikwad, R. B. Mohite, B. T. Pawar, R. A. Kadam, C. G. Chavan, B. V. Kavalkar and others were of very much help to me for locating various types of records in our repository. Sarvashri A. K. Kharade, S. L. Tanavde and R. N. Tavde also helped me at various stages of this Handbook. Kumari V. D. Kubal typed the material without hesitancy. I am very much thankful to all my colleagues, who helped me at various stages.

My thanks are also due to late Shri P. V. Pendse, who initiated the idea of compiling a Handbook of Archives, though he is no more now.

However, most credit for this work must go to Capt. Dr. B. G. Kunte, Director of Archives, who encouraged me to compile this Handbook. I am indebted to him for giving me many hints in compiling this work and also for enquiring about the progress daily, which made me to complete the work within the stipulated time.

Finally, I avail myself of the opportunity to claim sole responsibility for various defects and shortcomings that may still remain in this work.

Bombay,  
1 May 1978.

SANJIV P. DESAI

## CHAPTER I

### THE MAHARASHTRA ARCHIVES— ITS HISTORY AND ORGANISATION

THE MAHARASHTRA ARCHIVES or the Department of Archives is now developed into the Central Archival Agency of the Government of Maharashtra. The Archival Repositories of Bombay, Pune and Kolhapur are an important legacy of the past and a great national asset. Two more regional offices, at Aurangabad and Nagpur, have been opened in recent years and they will add to the archival treasure in the near future.

These Archives are the outcome of retirement of non-current records of the Government since the past three centuries embodying experiences of the people who built up the history. The Record Offices no longer remain mere repositories of records. They are called upon to perform a very useful function of making the experience of the Government and the people of the Province or State as embodied in record and related material available to guide and assist the Government and the people in planning and conducting their activities. The Records are preserved for posterity because of their continual utility for the necessary Government processes, for protection of public and private rights and above all for research by scholars and students of history. The Administrator and Historian, thus, stand on common ground when they insist on proper preservation, upkeep and arrangement of records.

#### Establishment of Record Office

Preservation of the records for the Administrator and the Historian was the basic need for the establishment of the Record Offices. It may be noted here that necessity of taking early and decisive measures for ascertaining and securing the rights and interests of the various classes connected with landed property led to the establishment of a General Record Office at Fort William in 1820 and the Government of Bombay was asked to adopt similar arrangement in the Presidency of Bombay. Prior to this, Secretariat Records lay in the custody of the Secretary to the Council. Bombay Record Office was established in August 1821 to receive and deposit records of the Secretary's Office and of other offices in the Presidency Town.

Mr. William Wissencraft was the first Record Keeper in charge of the Bombay Record Office. Duties of the Record Keeper were : Receiving

the Government Records in custody and those of the subordinate public offices, arranging the same and issuing such as may be required for references, superintending the establishment maintained to keep the records clean and in order and directing the arrangements for the safety and protection of public records.

### **Building**

// The Record Office in the beginning was accommodated below the Secretary's Office which formed part of a larger block of buildings in the Elphinstone Circle, in the vicinity of Bombay Cathedral. In 1829, it was removed to the Secretariat Building, which was then on the west side of Apollo Street. Again in 1832, they were shifted to another building in the compound of the then Secretariat. In 1874, the Secretariat was removed into the present 'Old Secretariat' Building on Mayo Road. A part of the records came to the 'Old Secretariat' Building, and the rest of the records were at two separate places elsewhere. In 1888, all records were transferred to house in the present Building, since then which they share with the Elphinstone College.

The Elphinstone College Building, as it is now called, was originally designed for accommodating the Government Central Press. But later on the idea of utilizing the Building for the Press was abandoned and the same was utilized for housing the Government records and accommodating the Elphinstone College. /

A small Committee consisting of G. W. Forrest, who was then the Director of Records (1888-1892), the Chief Secretary and the Secretary, Public Works Department, planned fittings of iron racks worth Rs. 80,000 patterned on German Model, to ensure long life for the records. So also, for protection and security iron bars were fixed to the doors and windows. In addition, on the inner side, the windows were protected with wire gauze at the cost of Rs. 3,000.

At first the top floor of the buildings was intended for the records and therefore made fireproof. Subsequently, its west wing was allotted for the reception of the records and made fireproof throughout at a later date. In 1920, the Record Office evacuated the second floor, which was given to the Elphinstone College for housing its chemical laboratory, and the records were concentrated on the first and ground floors.

All the records, which were till then dispersed at three different places, came to be accommodated in this building in April 1888. From that time to this date, the Bombay Record Office (now designated as 'Bombay Archives') continues to share the building with that college.

The records in Bombay Archives, are housed in eight stack rooms having a total area of about 30,000 sq. ft. The records are arranged on 120 iron racks, each of about 17 feet height, occupying an area of approximately 94,000 cubic feet. The racks have 12,760 compartments and each compartment holds 25 to 40 volumes, depending on the size of the records. With the increasing scope of Government activities, the records are growing and overflowing the accommodation and construction of a new building for Bombay Archives is under consideration of the State Government for a number of years.

### **Administration of Record Office (Pre-1947)**

The Record Office, at the time of its inception, was under the direct control of the Chief Secretary and it was considered a separate branch of the Chief Secretary's Separate Office (which was afterwards named as Separate Department). All the papers used to be submitted directly to the Chief Secretary who disposed of all the questions concerning arrangement, establishment, etc. From 1865, the papers began to be submitted through the Under Secretary and changes have been made from time to time in the Record Office establishment.

Upto 1860 the Separate Department had a separate Head Clerk in charge of the Separate Branch and a Record Keeper in charge of Records. But in 1860 the post of the Head Clerk was abolished and the Record Keeper was placed in charge of the Record Office and Separate Branch. This arrangement continued till the reorganisation of the Record Office in 1888, when the Separate Department was placed in charge of the Chief Secretary and a Superintendent, Separate Department was appointed, while the Record Office was placed in charge of Prof. George William Forrest, who was designated 'Director of Records', in addition to his Professorial duties in the Elphinstone College.

In 1892, in consequence of the appointment of Prof. G. W. Forrest as Director of Records of the Government of India, this office was again reorganised under Government Resolution No. 740 of General Department, dated 5th March 1892. A Record Keeper was appointed to be in charge of the Record Office and he was directly responsible to and under the control of the Secretary to Government, General Department.

From 1892, when the Record Office was placed in charge of the Secretary to Government, General Department, upto 1895 all the papers used to be submitted direct to the Secretary. This system was discontinued in 1895 under the orders of the Secretary, dated 17th July 1895 and the

papers began to be submitted to the Secretary, General Department, through the Assistant Secretary, General Department. By the Government Resolution, General Department, No. 2095 of 12th April 1905, the Record Keeper was made directly subordinate to the Chief Secretary to Government in the Separate Department. Since then it has been a Chief Secretary's subject, the Department being immaterial.

Since 1924, the Record Office was in charge of the Director of Information (*vide* Government Resolution, Separate Department, No. 463, dated 30th June 1924) and even then it continued to be under the Chief Secretary but through the Home Department (Political) as the Director of Information happened to be an Officer under Home Department (Political). The Record Keeper was responsible for the routine matters only. The Director of Information (Mr. J. F. Gennings, C.I.E., C.B.E.) held charge of the Record Office for 15 years, from 1924 to 1939, in addition to his full time duties as Commissioner of Labour and Director of Information. In the meanwhile, on a question being raised by the Home Department (Political) in 1931 that Political and Services Department was the proper Department to deal with record matters, the subject was allotted to that Department. Political and Services Department agreed to take it over. But the arrangement continued till Mr. Gennings' retirement in 1939. In 1939, the designation of the officer-in-charge of the Government Records, Bombay, was changed from 'Record Keeper' to 'Keeper of Records' (Political and Services Department, Circular, No. 8630, dated 31st March 1939), which post was replaced by the post of 'Junior Superintendent' in April 1947. By Government Resolution, Home Department (Political), No. 698 (Political.), dated 3rd April 1939, the Record Office was transferred to the Political and Services Department (in the Separate Department) and this arrangement with the Resident Deputy or Under Secretary in immediate charge of Record Office continued till the appointment of the Director of Archives in July 1947.

#### Re-organisation of the Record Office

Till 1947, the routine work in the Record Office was being managed by the Record Keeper assisted by clerical and other staff. But the facilities for *bona-fide* research work were far from satisfactory. The question of the proper preservation, arrangement and documentation of Government records in the Secretariat Record Office, as it was called in the former days, and the weeding out of unnecessary and valueless material therefrom so as to make room for more important material had been engaging the attention of Government for a number of years. Since

1928, the Government was inviting suggestions from Sir Jadunath Sarkar, as an expert in Indian History, to enable it to reorganise its historical records as far as finances permitted. The Indian Historical Records Commission, which was set up in 1919, was persistently asking the Provincial Governments and important Indian States to establish Central Record Offices as soon as possible. A Central Record Office was expected to develop as a centre of historical research and learning in the Province. The Government, therefore, appointed a committee to go into the question of reorganisation of the Record Office. The committee, consisting of Sir Jadunath Sarkar, Dr. G. S. Sardesai and Rev. Father H. Heras, made a number of recommendations, and their implementation was started in 1947.

In accordance with the recommendation of the Indian Historical Records Commission, Dr. Sorley, Chief Secretary formulated a '20 year plan' for reorganisation of the Secretariat Record Office. The objective of the '20 year plan', which formed the basis of Government Resolution, Political and Services Department, No. 8630-V, dated 11th June 1946, was that the records should thenceforth 'be handled in a scientific manner and with this object in view, the organisation should be equipped and maintained on the lines worthy of a Public Record Office containing valuable historical records of centuries'. The main features of the '20 year plan' were '(a) Speeding up of the handlisting of records upto 1820 and of the weeding and indexing of these from 1821 onwards, and (b) Provision of adequate and fully qualified staff for working the scheme and for effective and expert supervision.'

For bringing the Record Office to the stage of its full usefulness and for raising it to the level of a Public Record Office, the twenty years period was to be looked upon as a period of transition during which the Secretariat Record Office was to expand and develop all branches and activities associated with the Central Archival organisation of the State. For this purpose, 1 post of Curator, 4 posts of Assistants, 4 posts of Clerk-Typists, 3 posts of peons and other staff were sanctioned for the Record Office. It was later felt that for the proper organisation of the Records Department, it was necessary to have a Director in place of a Curator. The Director's post was created in July 1947 and he was put in charge of the Secretariat Records. Since then the Director of Archives is the Head of the Department of Archives under the control of General Administration Department (successor of Political and Services Department) which is the Administrative Department. The plan was initially sanctioned for a

period of 3 years. The staff was to be trained for handling all intricate problems of administration, weeding, scientific preservation of records, library works, indexing and calendaring, research and publication. Considering the work that had devolved on the Assistants, they were re-designated as Research Assistants. The Research Branch was placed under the Historical Archivist who was later on re-designated as "Assistant Director of Archives". The scheme which was put into operation yielded good results. The Research Assistants first took up the work of examining and listing the pre-1820 records. The whole of the *Secret and Political Department Diaries*, the *Commercial Department Diaries* and a great portion of the *Public Department Diaries* of the pre-1820 records were examined and listed in detail.

The '20 year plan' included 'weeding out of unnecessary and valueless material'. But the weeding question was a very delicate one. It is one of the agreed principles of a record office that any paper, at least manuscript, deposited in it, is not useless unless it reaches a stage beyond its preservation by any means. Hence the question of weeding out of 'useless' records was given up.

The new policy adopted by Government changed the aspect of the Secretariat Record Office. From a repository of records of the Secretariat Departments it has now become the central agency for Archives of the State. All archival references from Government of India, from the Indian Historical Records Commission, Indian History Congress and other Research Institutes started to be received in the Record Office.

The political changes from 1947 widened the jurisdiction of the Directorate of Archives. As a result of integration of princely States with the Indian Union, the Kolhapur Record Office came under its charge (The Baroda Record Office, which was in the then bilingual Bombay State, went to the new Gujarat State following the bifurcation of the former in 1960).

The Alienation Office, also known as the *Peshwa Daftar* at Pune, was put in charge of the Director of Archives in 1949 so far as the research and publication programme was concerned. The administrative control of this office is also now under the Director of Archives.

The Government has also taken steps to centralise preservation of such non-current records as are more than 30 years old in Government and local self-government establishments in the State. All these are in the process of being put in charge of the State Archives. The object is to

make them available for research. To prepare ground for implementation of this policy, two posts of Archivists, one at Nagpur and another at Aurangabad, have been created. With these appointments two regional offices, viz., Vidarbha Archives at Nagpur and Marathwada Archives at Aurangabad have been established. The expansion of these new units will take place in due course.

This is not all. The efforts of the Directorate have made possible acquisition of records in Modi and Persian lying with the historical families. Among them are the *Daftars* of Patwardhans of Sangli, Holkars, (Chandwad), Nana Phadnis (Menavli), Manes of Mhaswad, Shirkes and Mohites of Satara. Exploration of and research in these source materials will throw fresh light on Maratha History.

### Functions

The routine work of the Record Office, involves attending to requisitions for records received from Government Departments, supply of certified copies of extracts from the printed records to public, dusting of record holdings, etc., as also making the records available for *bona fide* research.

Besides routine dusting of record, steps are taken for its preservation. A bindery attends to mending and repair work. Brittle record is restored and preserved by means of chiffon. Tissue paper, wherever necessary, is used. Gazettes and other record worthy to be preserved are bound. Disinfestation of muniment rooms against termite and other pests has been a regular feature.

The record contents useful for research are very vast, and precious time of researchers in selecting the relevant material can be saved only with the help of tools of reference such as hand-lists, catalogues, indices, etc. One of the tasks of the Research Branch, therefore, is preparation of reference media for research work. These tools will lengthen the life of the record.

### Publication programme

Even in the days of British administration, selections from the records of the Government covering wide-ranging subjects like alienation, archaeology, descriptive accounts of British districts, surveys, social reforms, etc., were published. In 1888, George W. Forrest, then Director of Records, compiled and published materials of historical interest from these records. *Maratha Series* and *Home Series* can be cited here as some of the instances.

Prior to the reorganisation of the Record Office, the Government published *Poona Residency Correspondence* (11 volumes), *Selections from the Peshwa Daftar* (45 volumes) and *Peshwas' Diaries*. Sir Jadunath Sarkar and Dr. G. S. Sardesai were instrumental in the publication of the first two series.

Since 1947, the remaining four volumes of *Poona Residency Correspondence* have been published. A new series for the *Peshwa's Daftar* has since been started. Besides, *Persian Records of Maratha History* (English translation) in two volumes was compiled by Dr. Jadunath Sarkar.

Among the research tools published are : *Descriptive Catalogue of Secret and Political Department Series* (1755-1820), *Catalogue of Records from the Shahu Daftar* (from *Peshwa Daftar*, Pune) and similar ones for records from the *Nivadi* and *Parasnisi Daftar* (Kolhapur Archives). Further numbers of a similar nature are either in press or are under preparation.

Since 1962, the Directorate has been bringing out a half-yearly *Bulletin*, in which original material compiled on topics of interest to research is published. So far, eleven numbers are out.

The Records in possession of the Department of Archives are in great demand from many quarters. These records have already proved their international importance as in the cases of Goa, Nagar Haveli and Cutch. For supplying historical data and answers to the International Court's questionnaire, a band of research workers was employed to sift useful material from the records of almost all Secretariat Departments for the period 1740-1955.

#### Present set-up and organisation

The Department of Archives is now the Central Archival Repository of the Maharashtra State. It has a full time officer designated as the Director of Archives, who is a Class I Gazetted Officer. He is assisted by the Assistant Director of Archives, a Class II Gazetted Post. The Department has six main Sections : (1) Administration Branch, (2) Research Branch, (3) Record Management Branch, (4) Mantralaya Record Rooms, (5) Map Unit and (6) Binding.

The Administration Branch has a Superintendent, 1 Assistant Superintendent, 5 Clerks (including 1 Cashier), 2 Clerk Typists, 1 Naik and 5 peons. This Branch is engaged in day-to-day administration of the Department, in attendance on research scholars and public visiting the Archives and issue of certified copies from printed records.

The Research Branch consisting of 4 Research Assistants and 2 Modi Knowing Assistants, is engaged in listing and cataloguing of records, research and publication from records, attending to references from Government of India, Indian Historical Records Commission, National Committee of Archivists, Association of Indian Archivists, Indian History Congress and other research institutes, survey and inspection of records in Government offices, acquisition of records and search for old historical and literary manuscripts. The Modi Knowing Assistants are engaged in cataloguing of Modi records acquired from historical families.

Since the appointment of an Archivist (a new post sanctioned in September 1977), a new 'Record Management Branch', consisting of 1 Archivist, 2 Compilers, 1 Issue Clerk, 1 Typist, 2 Record Attendants, 4 Filers and 20 Hamals, has been started. This branch is responsible for arrangement, upkeep and preservation of records. The branch is also engaged with accession of records, issue and receipt of records and searches in behalf of Secretariat Departments and private parties. Some of the Government records have no reference tools of any kind. These are being prepared by the help of Compilers.

A small 'Map Unit', of 1 Assistant Archivist, and 2 clerk-Typists, is in charge of the collection of Maps and Plans in Bombay Archives. The Maps are indexed and catalogued by this unit.

The Bindery, consisting of 2 Binders, 1 Assistant Binder, 1 Binder Boy, 1 Mender and 1 Assistant Mender, is engaged with binding and repairing of documents.

The Mantralaya Record Rooms were made over to the Directorate of Archives in April 1965. They are interim repositories of the records of the Mantralaya (Secretariat) Departments and are looked after by a Record Keeper with 3 clerks, 3 Daftaries and 8 Hamals.

#### Classification of Records

In 1863 the Government of Bombay entrusted to Maj. Thomas Candy the work of examination and classification of its records. He classified and arranged the records not by their sources such as Factories and Departments but by their form, viz., *Diaries*, *Outwards* or *Order Books*, *Inwards* or *Letter Books*, *Despatches*, etc., thus violating the fundamental archival principle of *respect des fonds*. He later realized his mistake, and when again placed on special duty in 1868-69, arranged the *Despatches* from and to the Court of Directors according to their originating



Departments, compiled a separate but incomplete series of duplicates, supplied gaps with the aid of the series available in the Government's Private Secretary's office and destroyed triplicates.

Similarly, by a Resolution of the Political Department (No. 510 of 27th January 1886), Mr. G. W. Macpherson was asked to prepare, in consultation with Departmental Secretaries, rules regarding classification of records for preservation and destruction. Accordingly, he prepared an exhaustive list showing which papers were to be preserved and which were unwanted. The Government accepted his views.

At present the classification and weeding of records of Departments of Bombay Secretariat is governed by relevant instructions in the Secretariat Instructions and Maxwell's *Manual of Office Procedure*. Every Department classifies and weeds out its own records accordingly. The records of 'A' Class which are transferred to the State Record Office are particularly useful for research.

#### Arrangement of Records

The records upto 1912 are in bound volumes. After 1912 the records are in loose compilations and files which are kept in cardboard boxes. The various classes of subsidiary records are kept separate from one another and from the main records the principal records, i.e., those of the Bombay Government, are arranged, as follows : Records upto and including the year 1820, when *Compilation Volumes* were substituted for *Diaries*, are kept separate from those subsequent to 1820. Within each of these two divisions the basis of arrangement is not by Departments as might have been expected, but by the form of the records. For instance, the Diaries of all departments are grouped together and so also all the *Outwards* or "*Order*" *books*, and all the *Inwards* or "*Letter*" *books* of all Departments upto 1820. Similarly, after 1820 the *Compilation Volumes* of all Departments form a group. Within these groups the records are separated according to Departments and the records of each Department within the group are arranged chronologically.

At the entrance of each room a framed table of its contents is fixed to the wall, arranged according to the alphabetical sequence of the forms of records and giving references to dates and racks.

#### Weeding of the Secretariat Records

The Indian Historical Records Commission in its report to the Government of India on the adequacy or otherwise of the rules framed by the

various State Governments for the weeding of their respective records, had emphasised the need for providing suitable safeguards against destruction of records of possible research value. As described above the classification and weeding of records of the Department of the Bombay Secretariat is governed by the relevant instructions in the Secretariat Instructions and the Maxwell's *Manual of Office Procedure*, and in accordance with them every Department of the Secretariat classifies and weeds out its own records with regards to its own future administrative requirements. No fixed rules for the classification of records of all Departments can appropriately be framed to subserve the abovementioned recommendation of the Commission. In order, however, to ensure that no records of possible historical and research interest are destroyed by the Departments of the Secretariat after they cease to be of administrative use, the Director of Archives has been associated with the process of weeding of records done by the Departments by allowing him to scrutinise the lists of records proposed to be destroyed before they are actually destroyed.

The Director of Archives and his staff are empowered to inspect non-current records of all the subordinate Government offices. The records in the offices, on district and *taluka* level, are inspected by the staff of the Department of Archives, and 30-years old records, not required by those offices, are transferred to the Archival Repositories at Bombay, Pune, Kolhapur, Aurangabad and Nagpur.

The 'Archival Training Camps' to give short term training to the Record Keepers and Clerks dealing with the records in District and Taluka offices are held by the Directorate. So also, about five lectures on 'Archives Keeping' are included in the Post-Recruitment Training (P.R.T.) Classes held for the Assistants working in Mantralaya Departments.

#### Research Facilities

The Directorate of Archives, Bombay, provides research scholars and students with facilities for research. Over half a dozen students can sit at a time for reading records in well-ventilated and airy corners where satisfactory seating and lighting arrangements have been made. Research students are guided by the Director and his staff in selecting material for research. Use of the archival library is allowed, for reference only; books are not issued out. The Rules for research in the Maharashtra State Archives are given in Appendix 'A'.

The members of the general public often visit the Bombay Archives for certified copies of extracts from the Government Gazettes and other printed records. The rates for inspection, search or obtaining copies of documents from the records are given in Appendix 'B'.

### Proper Management of Records

The Government of Maharashtra has recently issued important directions as regards proper maintenance and management of records. The following is the extract from Government Resolution, General Administration Department, No. REC-1075/1981/XX-A, dated 21st July 1976, in this respect:

"With a view to (i) defining and regulating the responsibilities of the Departments of the Secretariat and all other offices of Government and local bodies for proper custody, care and management of records in their possession for selection and retirement of records of permanent value to the State Archives, (ii) laying down the responsibilities of the State Archives in respect of Public Records in its custody and also in respect of those in the custody of the Departments of the Secretariat and other offices, and (iii) prescribing the limits and conditions governing access to the records retired to the State Archives, Government have approved the measures set out hereinafter :—

1. These measures shall extend to the records of:—

(a) all the Departments of the Secretariat and offices subordinate to them.

(b) all the offices of the *Zilla Parishads* and Municipal Councils in the State.

The term "records" for this purpose shall include documents, rolls, codices, sheets, files, dossiers, microfilms, photographs, charts, plans, diagrams, sound recordings, etc.

2. The Departments of the Secretariat and other Government offices as well as local bodies coming within the purview of this resolution will be responsible for their current and semi-current records, periodical appraisal and elimination of ephemeral records and for orderly and systematic transfer of records of permanent value to the State Archives.

3. The Record Room holding semi-current records of each Department and Public office should be placed in the charge of properly trained, suitable and responsible staff.

4. Suitable training re-orientation programmes should be organised by the State Archives for the staff in charge of the Record Rooms of the Departments of the Secretariat and of the other offices.

5. The staff entrusted with the record of Department/Office should be responsible for the proper maintenance and management of the semi-current records, for compilation and periodic revision of Retention Schedules of the Department/Office for appraisal and weeding of records in accordance with the procedure laid down for compilation and issue of (i) Annual Indexes to Records, (ii) the Organizational History of the Department/Office and (iii) annual supplements to it, for maintenance of general liaison with the State Archives, and for tendering advice generally on all matters pertaining to record management to all sections within the Department/Office.

6. Retention Schedules, indicating the period for which particular classes or categories of records should be preserved shall be drawn up in consultation with the State Archives and should be got approved by the concerned Department/Office. The Schedules should be revised once in five years to ensure that adequate notice is being taken of the changing and expanding activities of the Department/Office.

7. All records and files selected for preservation should be transferred to the State Archives 5 years after being closed or recorded, as laid down in the *Manual of Office Procedure*, or the Acts or rules relating to the preservation of records of the *Zilla Parishads* or Municipal Councils, subject to the following limitations—

(a) Files bearing any security classification should not be transferred to the State Archives.

(b) The Governor's Secretariat, the Chief Minister's Secretariat and the offices of other Ministers may prescribe a longer period for the transfer of their non-confidential records.

(c) A Department/Office may requisition from the State Archives any individual file or record for its use whenever necessary. The file or record so requisitioned shall be returned to the State Archives within three months from the date of issue.

(d) Classified files remaining untransferred to the State Archives at the end of the stipulated period should be appraised once in five years with a view to downgrading them and the downgraded files fit for permanent preservation transferred to the State Archives.

8. Records pertaining to a Department/Office becoming defunct with no successor taking over its functions, should be transferred to the State Archives soon after that Department/Office is defunct.

9. No records more than hundred years old should be destroyed.

10. The Director of Archives will be the Inspecting Officer for non-current records in Government offices and the offices of the Zilla Parishads and Municipal Councils in the State (*vide* Government Resolution, General Administration Department, No. REC-1069/86117/11778-XX, dated the 3rd September 1975).

11. The Director of Archives will be responsible for the custody, proper care and management of all records received in the State Archives.

12. The Director of Archives may arrange to obtain for the State Archives, records of any public office or organization falling outside the scope of this Resolution or papers of historical value with private institutions and individuals, subject to the conditions mutually agreed upon.

13. Government may constitute an Advisory Body consisting of such persons as are interested in the subject to advise Government in the management, preservation and research activities of the State Archives.

14. The Director of Archives will co-ordinate and guide the *District Advisory Record Committees* set up by Government for acquisition of records from private bodies or individuals in Districts.

15. To ensure that no records of possible historical and research interest are destroyed by the Departments/Offices after they cease to be of administrative use, the Departments/Offices should associate the Director of Archives with the process of weeding of records, as prescribed in Government Circulars, Political and Services Department, Nos. REC-1053/B, dated 21st September 1953 and 31st July 1954 or such orders issued thereafter. The Director of Archives should co-ordinate and guide all connected with the records in respect of their administration, preservation and elimination so as to ensure that records of permanent value are not destroyed but are transferred to the State Archives at the appropriate time.

16. The Director of Archives will tender such advice and render such assistance as may be possible to offices and institutions falling outside the scope of this Resolution in respect of technical problems bearing on record management.

17. The Director of Archives will be responsible for attending to ancillary matters such as Archival Commissions, and Committees, archival publications, compilation of the National Register of Private Archives in so far as the State is concerned and organizing exhibitions and for developing general archival consciousness in the State.

18. The Director of Archives will submit a report to Government every year on the management of public records, with particular reference to the actual working of the record management system.

19. All non-confidential public records, transferred to the State Archives, pertaining to the period prior to the 1st January, 1946, shall be open to *bonafide* Research Scholars, subject to the conditions specified in Government Resolution, General Administration Department No. REC 1066/114466-IV, dated the 5th August 1975.

20. The Departments of the Secretariat and other offices may in consultation with Government in General Administration Department, grant special access to Secret/Confidential records not transferred to the State Archives."

The above resolution is a new development in the Archival policy of Government of Maharashtra, and it shows that the Government is becoming record conscious. The Government of Maharashtra desires to develop its records on modern lines and bring up its Record Office to the level of a first rate reference and information centre.



## CHAPTER II

### NATURE AND EXTENT OF THE RECORDS IN BOMBAY ARCHIVES

The Records in Bombay Archives were created in the course of the administration of the British East India Company's Presidency of Bombay since its establishment and its successor authorities. The British East India Company started as a purely commercial body, and from a commercial body it developed into a major province and had a varied career.

The Government of the East India Company, as Edmund Burke pointed out, was a Government of writing—a Government of records, and they contrived that every proceeding in public council should be written. From the huge bulk of records that has come down to us from the Company's Government, we see that all its proceedings were recorded with minute care.

All its activities in commerce, politics, war and administration over three hundred years are reflected in its records. It will perhaps not be an exaggeration to say that no documental study of any aspect of Indian life during the British period can be regarded as complete which has not made use of this valuable store house of information.

The contents of the Bombay Record Office, consist mainly of the records of the proceedings of the governing body of the Western Presidency, originally the President-in-Council at Surat, and then the Governor-in-Council of Bombay and of the correspondence, documents and books received by that body. Besides these main records, there are subsidiary records in this office. They are (a) Records of the Factories and Residencies of the East India Company in the present Bombay Presidency and in places outside India subordinate to the Presidency; (b) Records of the Secretariat Departments located at Bombay; (c) Miscellaneous records consisting principally of the proceedings of numerous political missions, and committees appointed for administrative purposes, and of the records of subordinate offices.

These Records can also be classified, in different manner, into four main categories as follows :

(1) Pre-1820 records which are mostly copies of original records of the East India Company's Government of Bombay maintained in

the form of Diaries. The total number of these records is about 7,000 volumes.

(2) Post-1820 records which are the proceedings of Government in each Department in compilations arranged in alphabetical order bound in volumes upto 1912 and in loose files upto 1920. The total number of these records is about 2,00,000 volumes.

(3) Records after 1920 maintained in the form of files, one file for each subject according to the Maxwell system. The total number of these records is about 4,00,000 files.

(4) Printed Records, Maps, Newspapers, Private Records, etc.

Surat was the earliest station of the East India Company on the Western coast. It was the seat of the Presidency with subordinate agencies at Cambay, Bandar Abbas, Basra, Tatta and Broach. Bombay was acquired by the English in 1661. It became the seat of the Western Presidency in 1685. From the earliest time down to 1820 the most important part of records in Surat and Bombay consists of Diaries. The Surat Diaries extant in Bombay begin in 1660. In the period previous to the transfer of administration to Bombay they consist of the record of the meetings of the President and his Council, their minutes and decisions. In addition there are out-going letters. There are two sets of Surat Diaries, in all comprising 150 volumes.

The Presidency or the Bombay Records commence from 1720 with a few gaps of the early years. These records are found in continuous series. The Company was originally a trading corporation and its commercial transactions loom large in the early years. The Company was interested in the politics of the country only as it affected its commerce. The earlier records are, therefore, full of commercial news—Company's investments, purchases of Indian products for export—the famous spices of the East, pepper, cinnamon, cardamom, myrobalan, precious metals, indigo, raw cotton and cotton textiles and imports consisting mainly of woollens, copper and iron.

From the middle of the 18th century, the English had definitely started on the career of conquest which ended in their supremacy over the continent of India. The records from 1750 down to 1820 are naturally full of political and diplomatic events. British agents and envoys were scheming and planning with the country powers for ousting the French, destroying Hyder Ali and Tipu Sultan, and inviting the Malabar chieftains to come under their protection. From 1774 to 1818 the Company was locked up

in rivalry with the Maratha state. Their Residents were busy collecting news of the various Darbars, their soldiers, governors and commanders were busy in compassing the ruin of the Marathas and several other Indian powers. The pre-occupation of the Company with politics and its subsequent occupation of territories called for a bifurcation of their records series. Formerly all matters were entered under the Public Department. From 1755 commences the Political and Secret Department. When the Company took upon itself the administration of the country new series were started, such as the Revenue Department in 1779, Military Department in 1768, Finance in 1811, Mint in 1830, P.W.D. in 1844, Education in 1860 and Law in 1862. All these Departments have left the record of their activities in over 98,000 volumes and 225,000 files in the Bombay Archives. There is no side of social activities which these papers leave untouched. The problems of rural economy, transport, customs, water supply, development of industries, development of ports, schools, universities, public sanitation and health will all be found discussed in these files. These records, therefore, form the memory or represent the rich experience the province has gained in the last two or three centuries.

The early manuscript records deposited in the Bombay Records consist of : (1) Factory and Residency Records, (2) Bombay Presidency Records, (3) Records of Missions, Committees, etc., (4) Despatches from and to the court of Directors, (5) Miscellaneous records, such as Selections, Selected compilations, etc.

The earliest records that are preserved in Bombay Archives relate to the year 1630. They are copies of letters issued from the Factory at Surat, which was then the principal seat of the East India Company's trade in India.

The records of the Government of Bombay of the period from 18th February 1665, the date on which Mr. Humphrey Cooke took possession of the Island of Bombay to 23rd September 1668, when Bombay was transferred from the Crown to the East India Company, are missing, and those from the latter date to 1720 consist of the Secretariat Inward and Outward Letter Books, Surat Factory Inward and Outward Letter Books, Surat Factory Diaries and Despatches from the Court of Directors. The Memorandum containing proposals touching the Island of Bombay by General Aungier, President at Surat and Governor of Bombay, submitted to the Court of Directors in February 1671, is in *Surat Factory Outward Letter Book* No. 1-A, at page 217.

The Proceedings of the Government of Bombay from 1720 are complete, with the exception of those for the years 1721-23, 1725-1727, 1729, 1730 and 1732. They are recorded in "Diaries" in which every business transacted in the Secretary's Office, as also information received in his Office and letters received in and issued from the Secretariat and Minutes and orders of the Board used to be recorded in the order of the dates of consultations at Council meetings. By 'Consultations' is meant the meetings of the President and his Council. The word was also used to denote the minutes of such meetings. In 1662, Sir George Oxenden was appointed to be President and Chief Director of the East India Company's affairs in Surat and all other Factories in India and one of the instructions issued to him for his guidance in the management of the Company's affairs, in the Court's letter of 19th March 1661-62, was that Diaries of proceedings should be sent Home annually. These instructions, it seems, account for the *Diary* system in Factories and in the Bombay Secretariat. In the earlier Bombay Diaries, abstracts of letters, memoranda, etc., received in the Secretariat are entered in the form of an indirect narration. In the case of letters, memoranda, etc., abstracted in Diaries, they are copied in a book called '*Inward Letter Book*.' When a letter is copied in full in a Diary it is not copied in *Inward Letter Book*. Letters, memoranda, etc. conveying to subordinate officials and others the views and orders of Government recorded in Diaries are copied in a book called '*Outward Letter Book*' or '*Order Book*.'

The Surat "Diaries" extant in Bombay commence from 1660. In the period previous to the transfer of the administration to Bombay they consist almost exclusively of records of consultations. These set forth the matters arising at a meeting of Council, with the decisions taken thereupon, and in some cases a careful statement of reasons for the decision. The proceedings purport to be signed by the President and the Members of his Council.

In the early 18th century, however, the Surat Consultations are found to have assumed to some extent the form of Diaries. Two or more dates with the events or proceedings belonging to each, are found in the same Consultation, the whole being contained between a single heading of the names of those 'present' and a single set of signatures. At the same time, Consultations become to a greater extent a chronicle of events, with copies of correspondence received and issued. Such correspondence is usually interpolated in the midst of a so-called 'Consultation'. The Surat Diaries have in fact changed from Minutes of Council meetings to

what is in the main a station log-book and correspondence book, although discussions and resolutions passed in Consultation between the Chief and his Council are still found here and there.

The Bombay Castle Diaries or Secretariat Department Diaries preserved in Bombay Archives commence from 1720 only. They have at first much in common with the early 18th century Surat Diaries. Between the dates of the Consultations, which at that time were usually held weekly, events of interest were chronicled, and papers received were briefly summarized. The Consultations purport to have been signed regularly. Letters dealt with and accounts passed, at the meetings are often transcribed in full after the record of the Consultation. In later years the chronicling of events in the settlement ceased, correspondence increased, and the practice of interpolating long reports into the record of a Consultation prevailed. From the year 1755 the business of the Presidency was divided between two Departments—the 'Secret and Political' and the 'Public' Departments. From 1779 onwards other Departments appear in rapid succession. Each Department kept separate Diaries. The result was that on many occasions the proceedings at a particular Consultation of the Governor and his Council could no longer all be recorded together, as was done in the early Diaries. The Diary of each Department continued, however, to keep up in form the pretence of being a Minute Book of Consultations. Letters issued were entered with the heading "The following letter was forwarded"; letters received were headed "Read the following letter", with a definite date of reading, and the decisions of the Government were occasionally prefaced by the words "Ordered that".

The Secretariat Department Diaries from 1720, contain all the information to be found in the Secretariat Inward and Outward Letter Books and Minute Books. The Minute Books contain notes of proceedings at Council meetings. After the transfer of the Government seat from Surat to Bombay, the Surat Factory was reduced to the level of a subordinate Factory and it had to submit its proceedings for information or orders to the Government of Bombay, like other Factories or Settlements subordinate to Bombay. The Diaries from 1731, with a few exceptions, have annual indexes of their own, compiled contemporaneously. The indexes to earlier Diaries are somewhat defective, but they are sufficiently descriptive to serve as a guide to students engaged in making researches in records.

In 1821, the system of recording the Secretariat proceedings in Diaries was discontinued and that of compiling original papers according to subjects was introduced. One of the disadvantages of the Diary or

Consultation system was that all transactions in any given Department were recorded chronologically, irrespective of the nature of their subject-matter. This followed as a necessary consequence of the form used, which purported to be a record of actual Consultations of the Governor and his Council in chronological order. The result was that the papers relating to any particular subject were scattered about, and a long correspondence, even though recorded in a single year, could not be easily traced from beginning to end.

Under the new system, a correspondence relating to each question coming before Government for consideration formed a separate case, and after final orders of Government were passed thereon, the papers were put between covers of cartridge papers and were slightly stitched, which formed a '*Compilation*'. The subject-matter of the correspondence was then written in short on the Compilation under a proper heading. The Compilation was numbered and the superscription on the compilation was entered in an Index Key. Subsequent proceedings on the same subject are compiled in the same compilation and in the case of any difference in details, a list showing the details of the contents of the papers compiled, was put under the opening cover of the Compilation.

Except the Military, Marine, Ecclesiastical, and Public Works Departments, there was the system of annual *Compilations*; in all the other Departments of the Secretariat. After 2 or 3 years, the *Compilations* were bound up into '*Volumes*' of a convenient size. In making up *Volumes* the alphabetical order of the subject to which the *Compilations* relate was observed and a table of contents was prefixed to each Volume for facility of reference. *Volumes* were numbered in alphabetical order of Subject-matter of the *Compilations* contained in them and a list was prepared, showing in an alphabetical order the subject-matter of *Compilations*, their numbers and the numbers of *Volumes* containing the *compilations*. This list known as '*Volume List*', serves as an annual index to records.

Besides such lists, there are special '*Index Volumes*' from 1821 to 1860, to the proceedings furnished in detail to the Home Government in the form of Diaries according to the dates of consultations. These indexes are somewhat in the form of Calendars, giving descriptions of the proceedings at their different stages. In the Military, Marine and Ecclesiastical Departments and from 1868 in the Public Works Department a *Compilation* is continued for a certain number of years, the system as regards preparation of indexes on binding of *compilations* into *volumes* being the same as in other Departments.

Upto 1860, the proceedings of Government used to be confirmed at Council Meetings and the proceedings thus confirmed used to be numbered in serial order. The numbering system was either annual or monthly. Under the system introduced in 1821, the papers were to be compiled in original according to subject-matter. This is somewhat a laborious task. But the compiling of original papers according to consultation numbers was very easy. It did not require the preparation of separate list of the contents of papers, as they could be traced by reference to special *indexes* prepared for the use of the Home Government and hence, it seems, there are 'Consultation Volume' series of records for certain years in the Revenue, Marine and Military Departments. Two systems were followed in those Departments, the system of compiling papers according to subject matter and the system of compiling papers according to Consultation numbers. Owing to this double system of compiling proceedings, a portion of proceedings relating to a subject is to be found in Compilation Volume Series and a portion in Consultation Volume series. For illustration, it may be mentioned that proceedings from 14th June 1842, relating to the acquisition of a certain-land for the Poona Cantonment, are in Military Department Compilation Volume No. 165, pages 95 to 118, compiled according to subject-matter, whereas a subsequent communication of 28th June 1842, from the Quarter-Master General reporting the transfer of the land to Military Authorities by the Civil Authorities and the General Order relating to the new limits of the Poona Cantonment are to be found in Military Department Consultation Volume No. 26 of 1842, Consultation Nos. 4727 to 4729. Similarly, proceedings from 7th May to 19th September 1838, relating to the acquisition of Purandare's garden for the Poona Cantonment, are compiled according to subject-matter in Military Department Compilation Volume No. 105, pages 3 to 28, and subsequent proceedings from 4th to 20th October 1838 in Military Department Consultation Volume No. 22 of 1838, Consultation Nos. 5295 to 5297.

Besides the Compilation Volume and the Consultation Volume series of records, there are Miscellaneous Compilation Volume series of records in the Marine and Military Departments in which unimportant papers are compiled. The system of Miscellaneous Compilation Volume series of records is also obtained in the Ecclesiastical Department.

In 1860 a new form of record began to appear and that was of 'Abstracts of Proceedings,' which are in printed form with the view of "abridging the correspondence of the Local Government in India with

the Home Government", Her Majesty's Government ordered in 1859 that "instead of sending Home the correspondence upon all matters, whether important or otherwise, as is now done", the Local Government should report separately, with their respective collections, all questions of importance, and describe all other correspondence briefly in a tabular statement, to be transmitted monthly. These tabular statements continued from 1860 to 1862, when the form was altered, and the abstract sent Home consisted of a printed version of Government Resolutions which had been issued in print, each preceded by a brief abstract of the correspondence or letter which gave rise to it, with important correspondence in full. In 1899, another form was introduced, retaining the most important correspondence in full (A Class) but containing only summaries of the less important orders or correspondence of Government (B Class). Abstracts of Proceedings of the different Departments from the year 1863 to 1920 (both A and B Class) and from 1920 to 1931 (only A Class) are preserved. These were discontinued under the Government of India orders.

The *Compilation* or *Volume* series of records are continuation of the *Diary* series of the Secretariat Departments. Secretariat Records from the year 1912 to 1920 consist of loose Compilations, kept in cardboard boxes. Records after 1920 are in the form of "*Files*" bearing the same No. and heading and containing correspondence for several years together on the subject. These also are preserved in cardboard boxes.

However, the Secretariat Department Files are of different categories, such as General Files, A, B and C Files, 'S' Files, 'P' Files, L.C. Files, Trilateral Files, etc. There are also Files of the different Committees appointed by the Government such as Retrenchment Committee, Banking Enquiry, etc. The modern 'File' system in the Secretariat Departments is described in the next Chapter.

Besides *Diaries*, *Compilation Volumes* and *Files*, the other forms of records in Bombay Archives are as follows :—

1. *Inward Letter Book*.—A manuscript book, containing copies of letters received in the Secretariat (Factories, &c), is called *Inward Letter Book*. They are for the years 1646 to 1786. In the case of letters copied in full in *Diaries*, they do not appear in *Inward Letter Books*. From 1786 letters are copied in full in *Diaries*.
2. *Outward Letter Book or Order Book*.—A manuscript book, containing copies of letters, memoranda and orders issued from the

Secretariat Factories, Residencies, &c, is called *Outward Letter Book* or *Order Book*.

3. *Minute Book*.—A manuscript book, containing notes of proceedings at the Council Meetings of the Government of Bombay and of the Chief and Factors in the Factories and Residencies and of Members of Committees, is called *Minute Book*. These notes with changes in the language are copied at full length in Diaries.

4. *Despatches from and to the Honourable Court of Directors*.—The Despatches from the Honourable Court of Directors to the Government of Bombay and from the Government of Bombay to the Court are compiled separately. The former series of letters are called *Honourable Court's Inwards* and the latter series *Honourable Court's Outwards*. There are also duplicate of these letters. Major Candy while on special duty of classifying Government Records sorted and arranged these letters according to Departments.

5. *Inward Registers*.—Manuscript Book in which letters, memoranda, etc. received in the Secretariat are registered is called *Inward Register*.

6. *Outward Registers*.—Manuscript book in which letters, memoranda, etc. issued from the Secretariat are registered is called *Outward Register*.

7. *Indices*.—In the case of Diaries, the last Diary Volume of a year contains *indices*. For Compilation or Volume series of Records, there are separate index volumes.

8. *Selections or Selected Compilations*.—These records consist of copies of proceedings on record made for the previous history of questions under consideration of Government. Of these Selections, those relating to Foreign Governments, have been classified as "*Foreign Powers*".

9. *Surveys*.—There are 20 volumes under the head *Surveys*. They relate to the Revenue, Statistical and Topographical Surveys of the Island of Bombay and Salsette, Dharwad, Gujarat, etc.

10. *Records in Portuguese*.—There are 6 volumes containing documents in the Portuguese language. They comprise the period from 1714 to 1819. But, there are gaps of records for many years. They contain translations in Portuguese of letters received and issued by the

Government of Bombay to Native Princes and other individuals in Malabar and to the Portuguese Governments at Goaud, Daman, Volumes No. 4 of 1714 to 1717 and No. 6 of 1819, contain Judicial proceedings. Volume No. 5 of 1722 contains a register of lands and taxes on the island of Bombay.

11. *Printed Records*.—These consist of Government Publications, Selections from Government Records, Government Gazettes, old Newspaper Files, Civil Lists, Abstracts of Proceedings, Annual Reports of various Government Offices, Reports of different Committees appointed by Government, etc.

12. *Maps*.—There are about 10,000 old maps in Bombay Archives. Survey operations started vigorously in this Province from 1820. Copies of the maps prepared from that period to date, of the districts of Bombay Presidency and surrounding areas and of the Bombay Island are found in this Collection.

13. *Microfilms and Photocopies*.—The Department of Archives has acquired a number of photocopies and microfilms of valuable historical manuscripts from India Office Library & Records, London, British Museum, London, National Archives of India, New Delhi, State Archives, Andhra Pradesh, Hyderabad, and from other sources. They are made available to Research Scholars for research.

14. *Private Records*.—Maharashtra State is rich in archival material. Many old families in Maharashtra have in their possession a good collection of their family records, which throws light on the history of Maharashtra. The Department of Archives has acquired, in recent years, numerous private records from the historical families like the Patwardhans of Sangli, Manes of Mhaswad, Mhites of Raigaon, Patankars of Patan, etc. Most of these records are in Modiscript and a few of them in Persian.

#### Reference Media

The Archives would remain a closed book if there were no suitable aids to make researches in them. Such aids have been provided in the form of Key books, Volume Lists, Indices, Press Lists, Descriptive Catalogues, etc.

#### Key-Books

A *key-Book* contains the headings and sub-headings of compilations, arranged in alphabetical order of the main heads. The numbers of Volumes in which the Compilations are bound, are added in due course.



The Key-book is only intended as a provisional index pending the preparation of the Volume List.

Particulars of existing Key-books are given below.—

- (1) General Department, 1843-92, (2) Revenue Department, 1857-1920, (3) Political Department 1832-1920, (4) Finance Department, 1859-1912, (5) Education Department, 1861-65, (6) Military Department, 1844-79 and (7) Judicial Department, 1841-1920.

No Key-books are available in respect of Public Works Department.

#### *Volume Lists*

A *Volume List* is a list of all the Compilations and Volumes of a Department for the years with their contents in alphabetical order of main heads. The sub-headings forming the immediate headings of Compilations are also entered in most Departments in alphabetical order. The Volume List of a year contains all the compilations in alphabetical order of their headings.

#### *Indices*

The *indices* state the subjects of Compilations in considerable detail, arranging them in alphabetical order of main heads and similarly in alphabetical order of sub-heads under each main-head. A reference is given to the number of consultation but the number of the Compilation and the Volume are not given. One has therefore to refer to Minute Books and Volume lists for locating the exact record.

Particulars of available Indices are given below :—

- (1) Ecclesiastical Department, 1847-74.
- (2) Financial Department, 1821-63.
- (3) General Department, 1821-60.
- (4) Judicial Department, 1821-60.
- (5) Commercial Department, 1822-23.
- (6) Indo-European Telegraph Department, 1864-72.
- (7) Marine Department, 1821-75.
- (8) Military Department, 1821-60.
- (9) Political Department, 1821-60.
- (10) Revenue Department, 1821-63.
- (11) Secret Department, 1821-61.

“*Alphabetical Catalogue of the contents of the Bombay Secretariat Records (1630-1780)*”, by G. W. Forrest, 1887.—This Catalogue, as stated by its editor, had been prepared after the model of the alphabetical

arrangement of the Public Records recommended by the Select Committee appointed to inquire into the State of the Public Records of the United Kingdom. The “Subject” items appear to have been chosen by Professor Forrest personally as a result of his own examination of the records.

#### *Press Lists*

The “*Press Lists*” of the oldest records in the Bombay Record Office have been drawn up in pursuance of instructions received in 1891 from the Secretary of State. This was in conformity with the treatment of records in the English Record Office, which consisted in the preparation of a Press List giving a complete list of documents, with some indication of their dates and contents and a calendar giving a precis of nearly every document of importance, or a reference to some publication where it might be found.

Four *Press Lists* are in existence containing entries of selected documents of the following years :—

- |              |              |
|--------------|--------------|
| 1. 1646-1700 | 2. 1701-1719 |
| 3. 1720-1740 | 4. 1741-1760 |

The preparation of *Press Lists* was discontinued under the orders of the Government of India, which observed that the progress made in India had not been satisfactory, and that the system of press-listing and calendaring had been characterised as defective by the Royal Commission on the Public Records of England and Wales, press lists being considered too meagre, and calendaring a process too slow and elaborate for application to modern State papers. The preparation of descriptive handbooks of all Record Offices was at the same time decided upon.

#### *File Indices*

From 1920 onwards Secretariat Departments started preparing *File Indices*. Printed indices are available in respect of Secretariat Departments up to 1952-53. Since 1954, system of trilateral files has been introduced and a typed list of these files is itself one kind of index. It, therefore, appears that preparation and printing of separate index was discontinued by Departments.

#### *Descriptive Catalogue*

After formation of Directorate of Archives, in 1947, the Directorate has brought out a *Descriptive Catalogue of Secret and Political Department Series (1755-1820)*. The Catalogue indicates subject-matter

of each document and with the help of index at the end one can pick out the material required. Such Descriptive Catalogues for other series are under preparation. At present the Catalogue of Public Department series is being put into shape for printing.

Catalogues of Private Records (in Modi Script) in Bombay Archives are under preparation. A typed copy of the catalogue of Sangli (Patwardhan) *Daftar* is ready.

The Map Collection in Bombay Archives is also being catalogued. An index card for every map is being prepared in the first instance.

#### Typed copies of Records

The contents of such of the old records as showed special signs of decay have been copied by typing. A list of such typed records is given in Appendix C. The student will probably find it saving of time to turn to the typewritten copies in preference to their originals.

## CHAPTER III

### THE MODERN 'FILE' SYSTEM IN THE SECRETARIAT DEPARTMENTS

Since 1920, the Government Records of the Secretariat Departments are kept in the form of 'Files' and hence a major part of the recent records that have come for preservation in the Bombay Archives and in the Mantralaya Record Rooms consists of these files. Since 1954, the files of the Secretariat Departments are maintained in the following manner.

A "File" consists of a single case or a number of cases regarding a series of transactions on the same subject and to which the same file number is assigned. A "Case" consists of any single transaction of official business on a particular subject. It is comprised of a single 'receipt' or a number of receipts added to it from time to time in the course of its final disposal.

*The title and the file number.*—The title and the file number either singly or together help in the identification of a case or a file. As a rule, no papers should be in action in an office without bearing a title and a file number. The title is divided into—

(a) Head, (b) Sub-Head or Sub-Heads and (c) Content in the following manner:—

(a) *Head.*—The important word that is placed first in the title by which its alphabetical position in the index is determined and on which primarily depends the probability of finding the title in the index is called the "Head". The head must be a word or words that will naturally occur to anyone who wants the papers. It must not be too wide.

(b) *Sub-Head.*—The head is followed by a sub-head or sub-heads which are more indicative of the precise subject of the file than the head. When it is necessary to have more than one sub-head for a title, the wider and more abstract generally precede the narrower and more concrete.

(c) *Content.*—After the head comes the 'Content'. This is as brief as compatible with expressing clearly the exact subjects of the file. A content worded in general terms is of little practical use, for, if it does not distinguish a file from others relating to closely

similar but not identical subjects, time may be wasted for taking out and examining several files before what is wanted is found. Examples of titles, sub-titles and content are given below :—

Subject dealt with	Title, Sub-title and Content.
(1) Question whether merit should be regarded as the sole criterion in making promotions and confirmations in the selection posts.	(1) Selection posts—Promotions and Confirmations—Merit sole criterion.
(2) Enquiry whether it is necessary to communicate adverse remarks in the confidential reports to persons concerned in certain circumstances.	(2) Confidential Reports—Adverse remarks—Circumstances in which communication necessary—

In both the above titles, the words in the first line are heads, those in the second line are sub-heads, and the rest of the title is content. The main head may be used alone, if there is no sub-head under it but a sub-head cannot be used without a main head. It is even possible that a main head, e.g., 'Budget' may be used as a sub-head under another main head, as for example 'Police'. If a file or an order deals with more than one subject, two or more complete titles under different heads may be necessary. In such cases, the file is indexed under the most important head only, while against the other heads a cross reference is given, i.e., "See ..... " (Here is mentioned the most important head used for indexing the file). Thus in "Government Servant's Conduct Rules" a cross reference is given to the other.

G : "Government Servants Conduct Rules."

C : "Conduct of Government Servants"—See G"

The whole title head, sub-head and content consist mainly of substantive adjective (where necessary) and participles. Minor parts of speech are excluded as far as possible to make a strict alphabetical arrangement practical. The title is articulated or broken up into members, each consisting of as few words as possible and each expressing in element the subject-matter. Each begins with a capital letter and separated from the preceding one by a bold dash as in the examples given above.

*Two titles.*—If two aspects of a question are very much interconnected and are dealt with on the same file, two or more complete titles are given each being indexed separately duly cross referenced.

*File numbers.*—(1) File numbers consist of three portions, viz., trilaterals representing the main head of title followed by a number consisting of four digits, first two digits representing the sub-head, and the second two digits the year of the file. To the file number is added the designation of the branch,\* e.g., the title "Ceremonials—Republic Day" dealt with in the E Branch and will be represented thus: "CER-1158-E". Here the trilaterals represent the main head "Ceremonials" the first two digits of the number 1158 represent the sub-head "Republic Day" and the second two digits represent the year of the file, viz, 1958. The number is followed by the letter E which represents the branch to which the file belongs.

(2) Each sub-head under a title is given an appropriate number of two digits from 10 to 99. The first digit 10 may be conveniently reserved, if need be, for indexing the parent file dealing with general questions or points common to several sub-heads under the title.

(3) In the case of Questions, Resolutions, etc., in the Legislature the indexing is made under the main head "Legislative Assembly" or 'Legislative Council' followed by the 'Questions' or 'Resolutions', i.e., LAQ or LAR or LCQ, or LCR the sub-head bearing the month and the year followed by the usual sub-head of the Question or Resolution. When a Question or a Resolution results in the issue of general orders the disposal is indexed under the General Head with cross reference under the above heads.

(4) Files for Periodical Returns are given bare serial numbers 1, 2, 3, etc., each numbers prefixed by the letter 'P'.

(5) Miscellaneous correspondence, the contents of which are of an ephemeral nature and are not required to be preserved for more than a year, do not bear any four digit file number. It bears only the trilateral and the serial No. (e.g. MSC-14083-Elec.). If it is later found that a major issue is involved in such correspondence, the entire file is brought over to a regular file number.

*Consistency in the use of titles, etc.*—(1) According to Secretariat Instructions, consistency is essential in the selection of both titles and trilaterals. For example, a file dealing with the question of PAY should be indexed always under PAY and not some times under 'Pay' and some times under 'Salary' and at other times under 'Emoluments'. The same applies to the selection of trilaterals derived from the catch words of titles, e.g., the title "Ceremonials" should always be represented by

\* This is now substituted by the 'Desk Number'.



the trilaterals CER and not some times by CER and some times by CRM. It should be remembered that if the titles and the trilaterals are inappropriately chosen, so long as there is consistency in their use, less difficulties will arise than that if these are in themselves better but inconsistently chosen. It is also necessary that two branches in a department should not use the same trilaterals, even if different titles used by them are capable of being reduced to identical trilaterals, e.g., "Telegrams—avoidance of the use of—in non-urgent cases" and "Telephones—installation of" both should not be reduced to trilaterals TEL (1159); however, the former title can be changed to TLG (1159) to avoid confusion.

(2) *The Standard List of Titles.*—Each Branch draws up an exhaustive list of titles, heads and sub-heads for files commonly used by it indicating also the file number to be allotted to each. The list is prepared by the branch officer and approved by the Secretary of the department. The list is then adhered to at all time and if any change is sought to be made in it, it is brought to the notice of the Secretary, and with his permission the necessary changes made. This list is known as the Standard List of Titles. Copies of the list are supplied to the Registry-Superintendent and all officers in the Department before the beginning of the year to which it relates.

(3) The preparation of the list is facilitated by reference to the titles of current files dealt with in each branch and usually comprises of titles, etc., for recurring files. As far as possible, the standard heads are allotted the same file numbers year after year.

*Opening of new Files.*—(1) For each title, a new file is opened every year, the file of the previous year being closed as soon as possible.

(2) If the subject-matter of a communication received during the course of a year clearly falls outside the titles in the Standard List, a new title is framed and a file number allotted to it with the approval of the officer concerned, care being taken to see that the new title or the file number given to it does not conflict with that allotted to a file by any other branch in the Department. The same procedure is followed if a branch is called upon to deal with a new subject not formerly handled by the Department.

(3) As a rule, there is a separate file for each distinct subject. If the subject of a file is too wide or too general, there will be a tendency to place all receipts dealing with different aspects of the matter which apart from making the file unwieldy will impede business. If the issues raised

in a receipt or in the notes or in the order passed thereon go beyond the original subject, relevant abstracts are taken and dealt with separately on a new file which is indexed in the appropriate manner (This also applies to opening of new cases under one and the same file).

(4) A part file is also opened if the main file is not likely to be available for some time or when it is desired to consult simultaneously other branches/Departments or officers. In such cases, copies of relevant notes, correspondences, etc., are taken from the main file and kept in the part-file. A part-file thus opened is however, amalgamated with the main file as soon as possible, if this can be done without affecting the sequence of the proceedings. Otherwise, it is just added to the main file at the stage of recording.

*File Register.*—Each branch maintains a file register, in addition to the Standard List of Titles.

*Annual General Index of Files.*—(1) The annual general index of a Department is a consolidated list of files opened by its different sections during the course of a year.

(2) It is compiled on the basis of the File Register and the index cards maintained by different branches. The work of compiling the general index is co-ordinated by the registry section in each Department.

(3) Entries in the general index are made in the alphabetical order of the trilaterals of file numbers which appear in column one and the titles of the files in column two. The number and title of a sub-file appears immediately below those of the main file.

(4) Care is taken to see that files which were expected to be opened on the basis of the Standard List of Titles but were not actually opened during the year do not find place in the general index. Entries regarding individual cases compiled in a file do not also find place in the general index.

*Recording.*—Recording is the process of closing a file after action on all the issues under consideration thereon has been completed.

*Classification.*—General Principles for the classification of Government records are as follows.—(1) All recorded files are classified for the purpose of preservation having regard to their importance and the period up to which they are likely to be required for reference in connection with administrative needs. Every file which is likely to be required is preserved and every unwanted file destroyed both to save space and to simplify searching. In interpreting administrative needs,

due regard is given to their extent. While there may be strong administrative necessity for preservation for a short period, that is a very different thing from preservation forever. It is equally necessary that the minimum period of preservation is long enough to provide for any revision or reconsideration of the orders issued on a file. Even in respect of files to be preserved, weeding of unnecessary papers therefrom is carried out to the full extent.

(2) Care is taken to see that files containing papers which are important or are likely to be important in future, however, indirectly, as sources of information on any aspect of history, whether political, military, social, economic, etc., or which are or may in future prove to be of biographical or antiquarian interest, are not destroyed.

*ABCD List.*—(1) For practical purposes, records are classified as under :—

*A Class.*—To be preserved indefinitely. This class is allotted to files in which important questions have been discussed or which contain orders establishing important precedents or general instructions or ruling of a permanent importance.

*B Class.*—To be preserved for 30 years. This class is allotted to files of the same category as above but which are unlikely to be required for reference after a few decades.

*C Class.*—To be preserved for 5 years. This class is allotted to files of secondary importance which it is desired to preserve for a very limited number of years.

*D Class.*—To be destroyed as soon as the purpose is fulfilled and in any case not later than one year after the end of the year in which they are filed. This class consists of files the contents of which are of a purely ephemeral nature.

(2) The Classification of records into above categories is facilitated by means of an authorized *ABCD* list of subjects dealt with in a department. The different subjects dealt with in a department are grouped into *ABCD* categories having regard to the nature and importance of each subject from the administrative and historical point of view. The O. and M.-cum-Establishment Officer of each department prepares such a list for the department and gets it approved by the Secretary. It is reviewed every year and kept up-to-date. A copy of the list is sent to the Director of Archives whose suggestions, if any, for revision of the list for historical purposes is given due weight.

*Procedure for making the classification.*—(1) Classification is made on each case separately at the very time filing orders are given thereon. This is done by the assistant dealing with the case. The classification is indicated on the docket sheet of the case or if there is no docket sheet on a case, the classification is indicated on the last page thereof.

(2) If there are any papers on a case which have already served their purpose or which are not fit to be preserved for more than a year, they are indicated by the letter “W” on the top of each such paper (e.g., reminders, copies of telegrams, mere acknowledgements or letters of thanks, duplicates of the same paper, blank or nil reports, letters suggesting or postponing a meeting, etc.).

(3) If a whole case or batch of file has served its purpose or is not to be preserved for more than a year, the whole of it is classified as ‘D’.

(4) At the stage of classification, opportunity is taken of amending or revising the title of a case when it is necessitated by the development of the subject matter of the case since its start.

(5) The cases are then shown to the superintendent for approval of the classification, who, if in doubt regarding the classification of a case takes the orders of the branch officer. Every assistant or superintendent or officer who makes or approves a classification puts his dated initials below the classification mark.

*Action to be taken by the general duty clerk.*—The cases are then made over to the general duty clerk who takes action as indicated below :—

(i) He keeps aside all papers which are classified as D in separate pads, each pad containing papers on which filing orders are given during a month. The pad bears the label indicating the month.

(ii) He weeds out from cases marked for preservation, papers bearing the letter “W” and keeps them aside with other D papers.

(iii) He renumbers the pages on cases from which papers are weeded out, and makes consequential changes in the referencing done on notes and drafts in the case, whenever possible.

(iv) He collects cases marked for preservation and bearing one and the same file number of the same year and puts them under a file cover. The cases are arranged in a file in the chronological order of the date on which filing orders are given thereon and without disturbing the noting and correspondence on each of them. The composite file will, therefore, be a collection of cases, each case being the composite of the noting and correspondence section. It is unnecessary to give a running page

number to the whole file. As a rule cases are compiled in the parent file as and when filing and classification instructions are given thereon i.e. this is done day to day and no filing arrears are allowed to accumulate.

(v) If the number of cases bearing one and the same file number of the same year are too numerous or bulky to be compiled in a single file, they are compiled in more than one file, each file being given a part No. (i.e. I, II, III, etc.).

(vi) He prepares a revised index slip if the title of a case is revised. The title of a file is revised, where necessary, with the approval of the superintendent and a revised index card for the file prepared.

(vii) The title and the file number etc. of the file is then written on the file cover in the relevant columns thereof. This is done legibly and neatly the title being written in the same manner as on the Index slip for the file. The file numbers of previous and later files and of files on allied subjects are also written on the cover of the file and on the relevant index cards.

(viii) The file is thereafter brought on the File Register. No current file is brought on this register.

(ix) The File Register is retained in the branch for a period of one year after the year to which it relates and then transferred to the Registry Section.

*Custody of closed Files.*—(1) The branch retains in its custody, current papers and files of the current and preceding years only. The rest of the files are made over to the Registry together with the File Register after obtaining a receipt and kept in a cupboard.

(2) The closed files which remain in the custody of the branch till their transfer to the Registry are arranged in the alphabetical order of trilaterals of their file numbers and kept in a cupboard.

(3) Files and papers classified as 'D' are destroyed by the branch itself as and when due for destruction. The Registry retains the closed files transferred to it for a period of five years from the year in which they are closed.

*Treatment of closed files in the Registry Section.*—(1) There is Record sub-section in the Registry consisting of a Record Clerk and a Dafitary. The Record Clerk receives the closed files from branches together with the File Register, verifies the files with the particulars given in the File Register and keeps them in deposit in the Record Room. The Assistant in charge of the Registry is responsible for the overall control over the receipt, issue and return of the files.

(2) Files of each branch are kept in separate compartments so long as they are in the custody of the Registry Section.

(3) The Registry arranges to destroy files classified as 'C' as soon as five years have elapsed after the year in which they were closed and keep a note of their destruction in the File Register.

(4) Files classified as A and B are made over to the Department of Archives, as soon as 5 years have elapsed after they are closed. They are put in boxes of suitable size after preparing a list of files contained in each box. A receipt is obtained from the Record Office (Department of Archives) and kept in the File Register.

Files classified as 'A' and 'B' are reviewed every ten years and the classification revised, if necessary. The revised classification is indicated in the File Register.

*Obtaining recorded files from the Registry Section.*—(1) To get a recorded file from the Registry Section of the Department, a requisition slip is handed over by the Branch to the record clerk in the Registry. The record clerk gives the file and keeps the requisition slip with him obtaining thereon the signature of the person to whom the file is given.

(2) The Branch returns the file as soon as done with but within a month in any case. The record clerk sees that the files given to branches are not retained for more than a month without intimation to him. The Assistant in charge of the Registry obtains from the record clerk, a monthly abstract of files issued but not returned by branches within a month of issue. Inordinate delays on the part of branches in returning the files are brought to the notice of the officer in charge of the Registry.

(3) When a file is returned, the branch general duty clerk takes it to the record clerk, hands it over to him and sees him destroy the requisition slip.

*Obtaining recorded files from the Record Office.*—(1) To get a file from the Record Office (Department of Archives) a requisition slip is prepared in duplicate and one copy thereof sent to that Office over the signature of the Superintendent and the other copy retained as office copy. The file number and subject of the case for the consideration of which the file is required is invariably indicated in the requisition slip. If the file number and the subject of the case for which it is required is not known, the requisition slip clearly specifies the purpose for which or the officer for whom it is needed.

(2) If the file required belongs to another department, the requisition slip is accompanied by a written consent of the owning Department. Ordinarily it suffices if the requisition slip is got countersigned by the head of the Registry Section of the owning Department.

(3) A file obtained from the the Record Office is not to be retained for more than three months, If however, it becomes necessary to retain it beyond that period, that Office is informed of the further period for which it is likely to be required.

(4) If a file obtained from the Record Office is also required by another Department, it is not ordinarily passed on direct to the other Department. Should this become necessary for special reasons, the file is sent only against a written memo, a copy of which is passed on to the Record Office to enable it to complete its record and to follow up the file in the other Department.

#### Previous Files

Before introduction of Trilateral File system, the files of Secretariat Departments were classified as 'O', 'P', 'S' or ordinary files, according to the degree of indexing required, as follows:

(i) Papers or cases of no importance, which were of no value to the office records and need not be referred to after disposal, were closed together as file 'O' irrespective of subjects.

(ii) Cases which recurred at regular intervals of time, such as periodical reports, statements or returns, whether inward or outward, were indexed once for all by means of permanent file numbers distinguished by the letter 'P'.

(iii) 'S' files afforded means for the collective treatment of specific groups of cases, involving the transaction of similar business on the same subject, which occurred regularly but not periodically and differed from one another only in their minor particulars.

## CHAPTER IV

### RECORDS OF FACTORIES AND RESIDENCIES

The Factory Records, as the name indicates, are records of the commercial establishments of the East India Company in Western India from Sind in the North to Tellicherry on the Malabar coast. When the East India Company started their business in the East, their places of business were known as 'Factories'. Surat was their headquarter or Chief Factory in the Western India. Factories also included Commercial Residencies such as Commercial Residency Northward, Malabar Commercial Residency, Mahi Commercial Residency, etc.

A 'Residency' meant an establishment which had to look after the interests of the East India Company at the Courts of Native Rulers. As such the duties of the Residency were more or less of a political nature. On the southern coast of Bombay, piracy was rife, which greatly interfered with the trade of the Company. The English put down the pirates and established Residencies at Bankot, Malwan and Redi. The Residency of Fort Victoria was established within a few hundred yards of the Factory of Bankot mainly, it would seem, for the administration of certain villages belonging to the East India Company in that neighbourhood. When the Company began to assume the form of Government, the Officer in charge of the Residency had to perform administrative functions.

Factory and Residency Records mainly register the business transactions of the Company, but incidentally refer to Political events in the country. To this category belong the records of Surat Factory (1780-1781), Thana Factory (1776-1817), Bankot Factory (1766-1814), Karwar Factory (1751-1752), Sind Factory (1762-1764), Mokha Factory (1722-1785), Basra Factory (1763-1811) and Gombroon Factory (1741-1757). Of the factory records, those of the Surat Factory belong to the early days of the East India Company and have therefore a peculiar interest to the students of Anglo-Indian History. An Outward Letter Book of 1630 of the Surat Factory is the oldest British document extant in India. A gap of 15 years then occurs after which the Surat Inward and Outward Letter Books are extant from 1646 onwards. Unfortunately the gaps in these books

are many and long. The volumes contain only a few letters compared with the number of years they cover. The Surat Diaries consist of 218 volumes extant from 1660 to 1809. The rest of the old Surat Records and also records of Factories at Karwar, Rajapur, Hubli appear to have been lost or destroyed. Most of these Factories in course of time acquired political importance in their respective territories and were called Residencies.

The Factory of Surat was established in 1612 and was made the seat of a Presidency, with subordinate agencies at Gogo, Ahmedabad and Cambay and subsequently at Gombroon (Bandar Abbas), Basra and Broach.

Bombay was ceded in 1661 and actually delivered in 1665 and transferred to the East India Company in 1669. The seat of the Western Presidency was transferred from Surat to Bombay in 1685-87. The Surat records continue for more than a century thereafter, but merely as the records of a Factory. From the earliest times down to the year 1820, when a system of records was introduced, we find the most important form of record in Surat, Bombay and the larger Factories, to consist of what are known as 'diaries'.

The Surat 'Diaries' extant in Bombay commence in 1660. In the period previous to the transfer of the administration to Bombay, they consist almost exclusively of records of consultations. These set forth the matters arising at a meeting of the Council, with the decisions taken thereupon and in some cases a careful statement of reasons for the decisions. The proceedings purport to be signed by the President and members of his Council. In addition there are 'outward' letters and a few other documents.

In the early eighteenth century, however, the Surat consultations are found to have assumed to some extent the form of diaries. Two or more dates with the events or proceedings belonging to each are found in the same consultation, the whole being contained between a single heading of the names of those 'present' and a single set of signatures. At the same time the consultations become to a greater extent a chronicle of events with copies of correspondence received and issued. Such correspondence is usually interpolated in the midst of a so-called 'consultation'. The Surat Diaries have in fact changed from minutes of Council meetings to what is, in the main, a station log-book and correspondence book, although discussions and resolutions passed in consultation between the Chief and his Council are still found here and there.

Records of Factories and Residencies in Bombay Archives can be classified as follows:—

(a) *In Western India*.—These are as follows:—

(i) North of Bombay: the Factories of Surat and Broach, and the "Commercial Residency, Northward", a term which covered Surat, Broach, Cambay and Kathiawad;

(ii) in the neighbourhood of Bombay: the Factories of Caranja, Belapur and Tanna (Thana);

(iii) Inland : the Calian (Kalyan) and Poona Residencies ;

(iv) On the Coast south of Bombay : the Residencies of Raree (Redi) and of Fort Victoria at Bankot, and the Factory of Bankot, all in what is now the Ratnagiri district, the Factory of Karwar, in North Kanara, and the Malabar Commercial Residency;

(v) The Sind Factory, the letters of which are dated sometimes from Tatta, sometimes from Shahbandar.

(b) *Outside India*.—These comprise the Residencies and Factories at Mokha, on the Arabian coast of the Red Sea, Basra, Bushire, Gombroon, now better known as Bandar Abbas, Diego Garcia Island, which lies in the Indian Ocean far south of Bombay, and Bantam, in Java.

The earliest of these records is a letter book from Bantam, 1679-1683. The latest are those of the Mokha Residency, 1821-1828. Almost all the rest belong to the 18th century.

It is not difficult to understand why the records of the Company's stations in Western Asia, or rather, portions of those records, come to be found at the head-quarters of the Western Presidency, to which they were subordinate. The presence of the Bantam book, on the other hand, calls for explanation, being due to peculiar circumstances. In August 1682 Bantam was taken by the Dutch, and the Company's establishment at that port were forced to withdraw to Batavia, whence in August 1683 they retired to Surat, doubtless as being the Company's principal station in India, although Fort St. George (Madras) had by this time been constituted a Presidency. They must be presumed to have brought with them their current Inward Letter Book (1679-1683) which is the only record of Bantam found in the Bombay Office. A few years earlier, in 1677, when the Factory had been sacked by the Javanese at the instigation of the Dutch, the factory books are stated to have been closed and

conveyed to the Court of Directors. This explains the absence of the earlier Bantam records from Bombay. The Diego Garcia Diary records little more than the taking possession of the Island, not then in the possession of any European nation, in 1786. The Mokha Factory records proper last for two years, 1722 to 1723 only, but the Diaries of Supercargoes and Commissaries continue, with gaps, from 1725 to 1795.

Details of the Factory and Residency records, and of the records of Surat as a Presidency are as follows:—

**1. Surat Presidency and Factory.**—Surat remained a Presidency till 1685-87. The Surat Presidency Records have been included here with the Records of Surat when reduced to a Factory.

(1) *Diaries.*—Under the head of Diaries there is a great mass of records connected with Surat. Some are entered in one book, and some in another; but they are here brought together. They consist of—

- (a) Diaries of the proceedings of the Chief in Council,
- (b) Diaries of Judicial and Juridical Proceedings,
- (c) Diaries of the Commercial Board, and
- (d) Latty Records. (Latty=Customs).

(a) *Diaries of the Chief in Council.*—Of these there are two sets, viz.—

48 Volumes (Nos. 1 to 48), from 1659 to end of 1809.

99 Volumes (Nos. 611 to 708), from 1719 to 1799.

In the years covered by the first set there are many gaps, some of which are supplied by Diaries in the second set. Most of the other volumes of the second set are duplicates of volumes in the first set. There is also a good deal of repetition in different volumes, i.e. the same matter has been entered twice.

Nos. 1 to 4 (from 1659 to 1704) are interesting volumes.

Nos. 1 and 2 are nearly illegible in several places and are incomplete.

No. 1 (1659-1696) is the Diary of Surat when supreme. The letters copied into it were copied very irregularly as regards their dates.

No. 2 (1699-1707) is a volume of the New and Rival Company's affairs. There is a good deal in it of the disputes of the two Companies, and of the seizure and imprisonment of Sir John and Lady Gayer. The last complete letter in it is from Sir N. Waite protesting his poverty and integrity, and asking to be allowed to retire as Governor.

No. 3 (1701-1704) is a volume of the old Company's affairs.

No. 4 (1702-1704) belongs to the new Company, Sir N. Waite being "Public Minister and Consul General". This Volume too is incomplete.

After No. 4 there is a great gap in the years, but it is partly supplied by volumes of the second set.

No. 5 (1740-42) is under quite a different order of things. It is the Diary of the Chief and his Council as subordinate to the Governor in Council at Bombay.

In No. 6 the Diary of 1742 - 44 is twice entered.

In No. 7 the Diary of six months of 1744-45 is given twice, and that of the other six months is given three times. The diary of August and September 1745 is given twice. In No. 8 the Diary of August, December 1746 is given twice. The Diary of 1747-48 is wanting here, but is in No. 537.

In this volume is a proclamation of the Dutch prohibiting other nations from trading within certain limits on the East Coast.

The Diary of 1749-50 is wanting.

No. 9 (1751-52) contains first a Diary of the Chief and Council. Then the Factory was suspended, and a Committee appointed, a Diary of whose Proceedings is given. The Committee having settled affairs, the factory was re-opened, and its Diary follows.

In December 1751 the Committee engaged in fight with a "Moratta" vessel, thinking it to belong to Toolajee Angria. They request the Bombay Government "to reconcile this unfortunate mistake with the Maratha Government, who certainly may thank themselves for it".

No. 11 is a duplicate for No. 10.

In No. 13 (1756-57) some parts of the Diary are given twice.

Of No. 14 some pages at the beginning are wanting.

No. 15 (1759-61) records the appointment of the Chief to be Governor of the Mogul's Castle and Fleet. The Governor of Bombay is styled "President of the Coast of India, Persia and Arabia, Governor and Commander-in-Chief of His Majesty's Castle and Island of Bombay".

In No. 16 (1761-63) the style of the Chief is altered. He is styled "Chief of all affairs of the British Nation" (Instead of "of the Honorable East India Company"), "etc. etc."

No Diary from 31st July 1768 to 31st December 1771.

No Diary from 1st January 1773 to 11th February 1777.

No. 21 (1770 and 1780) records the taking of the French Factory by the English.



No Diary from January 1778 to 31st December 1779.

No. 22(1781) records the taking of the Dutch Factory. The Dutch were made prisoners.

No. 31 (1793-94) records a dispute among the Banias about an Idol.

No. 32 (1795) records a riot in Surat on September 6th, and an investigation of it.

No. 36 records a good deal of matter relative to the dispute about the Idol between "Muharanee Wowiee" and Gokulnathjee. Governor Duncan proposes to the "Muharanee" that she should empower him to decide the matter, and sends her a deed to that effect to sign.

No. 39 (1800) is a Diary of the Governor's (Mr. Duncan's) Proceedings at Surat.

No. 40 (21st June to 10th July 1800). From the 15th May the English assumed the Government of Surat. The Chiefship was abolished on July 2nd and the Chief made Lieutenant Governor. The treaty with the Nawab was dated May 13th.

No Diary for 1801.

No. 42 (1st February to 9th September 1803) contains two Diaries-(1) of the Lieutenant Governor; (2) Agent to Government.

In consequence of arrangements proposed by General Wellesley the office of Lieutenant Governor was abolished and the head Civilian was made Agent to Government.

No. 45 (1805). The Diary in this from 1st January to 29th September is the "Diary of the Agent of Government" but from that date it is the "Diary of the Chief" as formerly.

#### *Second set of Diaries*

No. 611 (1719-20).

No. 612 (1723-25) is an Inward Letter Book.

No. 614 (1729-32) is an Inward Letter Book.

No. 615 (1733-34).

No. 616 (1733-34) is a duplicate of 615, but contains matter which is not in that number.

No. 618 (1734-35) is an Outward Letter Book.

No. 620 (1735-36) is an Inward Letter Book.

No. 621 (1736-37) is an Inward Letter Book.

No. 622 (1736-37) is an Outward Letter Book.

No. 624 (1737-38) is an Outward Letter Book.

No. 626 (1738-39) is an Inward Letter Book.

No. 628 (1739) is an Outward Letter Book from April.

No. 629 (1739-40).

No. 630 (1740-41) is a duplicate of part of No. 5 (in the first set of Diaries).

No. 631 (1740-41) is an Outward Letter Book.

No. 632 (1741-42) is a duplicate of part of No. 5.

No. 633 (1742-43) is an Inward Letter Book.

No. 634 (1742-43) is a duplicate of part of No. 6.

No. 635 (1743-44) is an Inward Letter Book.

No. 636 (1743-44) is a book of rough drafts of consultations without signatures. Some of the Consultations are found in No. 6.

No. 637 (1747-48) supplies a gap in No. 8 i.e. Diary for 1747-48.

No. 638 is a duplicate of No. 637.

No. 639 (1748-49) is a duplicate of part of No. 8.

No. 640 is a duplicate of part of No. 9 i.e. Diary from March to July 1752.

No. 641 (1752-54) is an Outward Letter Book.

No. 642 (1752-53) is a triplicate of No. 10 (of which No. 11 is the duplicate).

No. 643 (1753-54) is a duplicate of part of No. 12.

No. 644 (1754-55) is a duplicate of part of No. 12.

No. 645 (1756-57) is a duplicate of part of No. 13.

No. 646 is a duplicate of part of No. 13 (Diary from August to December 1757) and of part of No. 14 (Diary from January to July 1758). This supplies some pages wanting in No. 14.

No. 647 (1758-59) is a duplicate of part of No. 14.

No. 648 is a duplicate of part of No. 14 (Diary from August to December 1759) and of part of No. 15 (Diary from January to July 1760). There is a slight omission at the commencement of this latter part.

No. 649 (1760-61) is a duplicate of part of No. 15. There is a slight discrepancy in the list of goods at the end.

No. 650 (1761-62) is a duplicate of part of No. 16.

No. 651 (1762-63) is a duplicate of part of No. 16. A list of goods which is in No. 16, is left out in No. 651.

No. 652 (1763-64) is a duplicate of part of No. 17.

No. 653 (1764-65) is a duplicate of part of No. 17.

No. 654 (1765-66) is a duplicate of part of No. 18.

No. 655 (1766-67) is a duplicate of part of No. 18.

No. 656 (1767-68) is a duplicate of part of No. 19.

No. 657 (June to December 1770) supplies part of the gap between No. 19 and No. 20.

No. 658 (February to October 1771) is a rough draft of a Diary, without signatures. It supplies part of a gap between Nos. 19 and 20.

No. 659 (September to December 1771) supplies part of the gap between Nos. 19 and 20.

No. 660 is a duplicate of part of No. 20 (Diary from January to May 1772).

No. 661 (1772) is a duplicate of No. 20.

No. 662 (1772-73 from 13th December to 11th February) is a Diary of the Broach Factory, subordinate to the Surat Factory.

No. 663 (1st January to 9th June 1773) supplies part of the gap after No. 20.

No. 664 (7th November to 31st December 1774) supplies part of the gap after No. 20.

No. 665 (1775) supplies part of the same gap.

No. 666 is a duplicate of No. 665.

No. 667 (20th May to 31st December 1776) supplies part of the gap after No. 20.

No. 668 is a duplicate of No. 667.

No. 669 (1777) is a duplicate of part of No. 21. This copy is better than the copy in No. 21 as that is imperfect.

No. 670 (1778) supplies part of the gap in No. 21.

No. 671 (1779) supplies part of the same gap.

No. 672 is a duplicate of part of No. 21.

No. 673 (1781) is a duplicate of No. 22.

No. 674 (1782) is a duplicate of part of No. 23.

No. 675 (1783) is a duplicate of part of No. 23.

No. 676 (1784) is a duplicate of part of No. 24.

No. 677 (1785) is a duplicate of part of No. 24.

No. 678 (1786) is a duplicate of part of No. 25.

No. 679 (1787) is a duplicate of No. 26. This has a paper at the end which is wanting in that. This, therefore, is the better copy.

No. 680 (1788) is a duplicate of No. 27.

No. 681 (1789) is a duplicate of No. 28.

No. 682 (1790) is a duplicate of No. 29.

No. 683 (1791) is a duplicate of part of No. 30.

No. 684 (1792) is a duplicate of part of No. 30.

No. 685 (1793) is a duplicate of part of No. 31.

No. 686 (1794) is a duplicate of part of No. 31.

Nos. 687 and 688 (1795) are a duplicate of No. 32.

No. 689 (1796-part) is a duplicate of No. 33.

No. 690 (1796-Part) is a duplicate No. 34.

Nos. 691 and 692 (1797) are a duplicate of No. 35.

Nos. 693 and 694 are a duplicate of No. 36.

Nos. 695 and 697 (1799) are a duplicate of No. 37.

No. 696 (1799) is a Diary of the Chief's Judicial proceedings. It should be with the Judicial Diaries.

No. 698 (1781) is a Journal of Accounts.

No. 699 is a Register of Bonds and other documents in various languages.

No. 700 (1786) is an Outward Letter Book.

No. 701 (1787) is an Outward Letter Book.

No. 702 (1788) is an Outward Letter Book.

No. 703 (1790) is an Outward Letter Book.

No. 704. This is styled "Order Book" for 1793. It contains letters, accounts and various registers of the Civil Pay Office.

No. 705 (1797-98) is a Journal of Accounts, Cash Accounts, Account of Dead Stock, etc. It has no signature.

No. 706 (1798-99) is a Journal of Accounts of the same character.

No. 707 (1803) is a Diary, but quite different from No. 42, the Diary of 1803. This appears to be a Diary of the proceedings of a Committee appointed to assist the Lieutenant Governor in his Military Command. It should come next to No. 42.

No. 708 is a Book of the Secretary containing various entries in different languages. It is signed.

No. 709 is a bundle of Manuscripts and printed papers.

(b) *Diaries of Juridical and Judicial Proceedings*.—4 Volumes (Nos. 49 to 52), 1796 to 1804.

No. 49 (1796, 1797, 1799) contains registers of cases and correspondence. The entry for 1799 is in duplicate. There is no entry for 1798.

No. 50 (1800) contains a register of Magistracy, a register of the Court of Adawlut, and extracts from Minutes of Council.

Nos. 51 and 52 (1802-1804) contain proceedings of the Quarterly Session and of the Surat Court.

See also No. 696 above, under "Diaries of the Chief in Council".

Some entries are in duplicate.

Some pages are wanting in No. 51.



(c) *Diaries of the Commercial Board*.—10 Volumes (Nos. 53 to 62), 1795 to 1809.

Nos. 53 to part of 59 contain proceedings of the Commercial Board : the remaining part of No. 59, with Nos. 60, 61 and 62, contain proceedings of the Commercial Resident.

No. 53 is a good deal injured.

The first half of No. 58 is a duplicate of No. 57.

(d) *Latty Records*.—57 Volumes (Nos. 399 to 455), 1792 to 1804. Latty Records mean Customs Records.

(2) *Outward or Order Books*.—4 Volumes (Nos. 1, 1a, 2, 3), 1630 to 1700.

These volumes contain but few letters compared with the number of years they cover. The gaps are many and long. Many of the letters are illegible, or nearly so. In some places the letters have been copied without any regard to the order to their dates.

(3) *Inward or Letter Books*.—1 Volume (No. 39), 1646 to 1701.

This volume is illegible in several parts. Several of the letters in it are addressed to Bombay. In one letter from Fort William (Calcutta), Sir John Gayer is thus addressed—"To His Excellency Sir John Gayer, Knight, Commissary General and Chief Governor of India for Affairs of the Honorable English East India Company, and Council."

2. **Broach Factory**.—Broach is now the head-quarters of the District of the same name, in Gujarat State. In 1616 a British Factory and in 1617 a Dutch Factory were established at Broach. British Factory at Broach was made subordinate to Surat, and subsequently to Bombay. But the records of that period are not available in this Series. The Separate Factory Records relating to Broach now extant are from 1772 to 1783. In 1772, the city was captured by the English from the Nawab. The considerable demand for its cloth, and the recently established export trade in raw cotton to China, combined, during the first period of British rule, to make Broach the centre of a large and prosperous trade. Broach was transferred to Mahadji Shinde in 1788.

#### *Diaries*

16 Volumes (Nos. 257 to 270), from 1772 to 1783.

No. 257 is a Diary of the expedition against Broach in 1772.

No. 258 (November 1772 to February 1773) is a Diary of the Military and Marine Commanders appointed as a Committee to settle affairs after the capture of the place, which Committee was afterwards enlarged.

No. 259 begins the regular Diary of the Resident and Factors (afterwards styled "Chief and Factors") subordinate to the Chief and Council at Surat.

In No. 261 is entered the Diary of a Committee sent from Bombay to inquire into charges against the Chief; after which comes the usual Diary.

No. 262 contains a duplicate of the Diary of the above Committee.

No. 263 is the Diary of another Committee.

No. 268 is a duplicate of No. 267 (Diary of 1781).

See also No. 662 under Surat Diaries of the Chief in Council.

3. **Commercial Residency, Northward**.—These are the Records of the Northern Factories and Residencies (Surat, Broach, Cambay, Kathiawad), entered under the head of Diaries and consist of 141 volumes (Nos. 457 to 587, and 581 being double) ranging from 1774 to 1835.

Cash accounts, 8 volumes (Nos. 531 to 538), from 1802 to 1835. Besides these there are 2 volumes (Nos. 595 and 596), from 1826 to 1831.

Warehouse Accounts and Investment Books, 6 volumes (Nos. 539 to 544), from 1763 to 1821.

Invoice Books, 3 volumes (Nos. 545, 546, 547), from 1764 to 1832.

Accounts Current, 3 volumes (Nos. 548, 549, 550) from 1724 to 1829.

Receipt and Expenditure of Cash, 10 volumes, (Nos. 551 to 560), from 1791 to 1819.

Weight books of goods purchased, 3 volumes (Nos. 561-563), from 1791 to 1819.

Warehouse Report Books, 6 volumes (Nos. 564 to 569), from 1786 to 1834.

Estimate Books (of probable receipts and issues), 1 volume (No. 570) from 1803 to 1828.

Annual Accounts, 1 volume (No. 571), from 1827 to 1834.

Waste Book, or daily deliveries, 1 volume (No. 572), from 1804 to 1810.

Abstracts of Pay or pensions and Bill Books, 2 volumes (Nos. 573, 574) from 1810 to 1833.

The remaining numbers, viz., Nos. 575 to 587, have many matters bound up in them, e.g., audit books, check books, draft books, minute

books, and various kinds of registers and entries. They have not been well arranged. For instance, in No. 577, Consignment Books of Cotton are bound up with Minute Books of the Commercial Board; and in No. 580, with a register of the receipts of cloth, are bound up Extracts from Despatches from the Honourable Court of Directors.

No. 579 contains Order or Outward Letter Books from 1785 to 1804.

Nos. 584, 585, 586, 587 are entitled "Loose sheets of several kinds of books." They are not well arranged. Some belong to various heads that have already occurred, and should be put with them.

Gaps of several years occur in these records.

In No. 457 the Journal of 1774-75 is given twice.

In Nos. 474, 475, 476 the Diaries of 1797, 1798, 1799, 1800 and 1801 are repeated in an abbreviated way, i.e., the letters are only referred to, not entered.

In No. 478 the Diary of 1804 from 1st January to 11th April is given twice.

In No. 480 the Diary of 1806 is given twice.

In No. 481 the Diary of 1807 is given twice.

No. 484 contains duplicate of 482, and a duplicate in an abbreviated form of a part of No. 495, the Diary of 1809.

In 486 a letter book of 1810 is bound up with the Diary.

Some of the Outward Letter Books contain Inward Letters as well.

4. **Karanja ('Caranja') Residency.**—This place is now in Panvel Taluka of Kolaba District. In 1774, the English captured the place from the Marathas.

#### *Diaries*

28 Volumes (Nos. 767 to 794) from 1775 to 1802.

Nos. 771, 772 and 781 are not forthcoming.

5. **Belapur ('Bellapoor') Factory.**—The Fort of Belapur is in Thana District. The English seized Belapur on 26 November 1778.

#### *Diaries*

1 Volume (No. 285), from October 1780 to December 1781.

6. **Thana ('Tanna') Factory.**—Thana is now the head-quarters of the District of the same name.

#### *Diaries*

##### *(a) Proceedings of Chief and Council.*

57 Volumes (Nos. 710 to 766) from 1776 to 1817.

No Diary for 1788, 1789, 1790.

No. 710 is imperfect.

No. 711 is a duplicate of 710, and being perfect should be used instead of it.

No. 714 is a duplicate of 713 (Diary of 1781), and is in better order than it.

No. 717 is a duplicate of 716 (Diary of 1783), and is better than it.

No. 720 is a duplicate of 719 (Diary of 1786).

No. 722 is a duplicate of 721 (Diary of 1787).

Nos. 723, 724, 729 are Letter Books.

Nos. 733 and 734 are consultation volumes for 1799 to 1800.

Nos. 735 to 750 are Inward Diaries or Letter Books for 1801 to 1817.

Nos. 751 to 766 are Outward Diaries or Letter Books for 1801 to 1817.

##### *(b) Proceedings of Court of Sessions.*

1 Volume (No. 308), 1801 and 1802.

#### *Outward or Order Books*

1 Volume (No. 32), 1780 to 1782, and 1793 to 1798.

There is a gap of 10 years from 1782 to 1793.

Some of the Thana "Diaries" are Outward Letter Books.

#### *Inward or Letter Books*

1 Volume (No. 43), 1794-95.

7. **Kalyan ('Callian') Residency.**—Kalyan is now the headquarters of Kalyan Taluka.

The place was captured by the British on 10th May 1780.

#### *Diaries*

1 Volume (No. 286), from 23rd February to 27th December 1781. The contents of the Diary have been published in *Maharashtra Archives Bulletin No. 3* (pp. 63-88).

8. **Poona Residency.**—

#### *Outward or Order Books*

34 Volumes (Nos. 38 to 69), 1798 to 1819.

These volumes contain the correspondence of Colonel Close and Mountstuart Elphinstone, Residents at the Court of the Peshwa at

Poona : the latter was subsequently sole Commissioner of the Deccan. The contents are both letters to them and letters from them. The collection is usually called "The Poona Correspondence".

*Inward or Letter Books*

61 Volumes (Nos. 44 to 104), 1812 to 1819.

The collection consists partly of letters addressed directly by various high officials to Mountstuart Elphinstone, and partly of copies of despatches by high officials to high officials, communicated to Mr. Elphinstone by the writers, or by the Governor General. These high officials comprehend the Governor General, the Residents at Hyderabad and Lucknow, Sir John Malcolm, Sir Thomas Munro, General Smith, General Doveton, etc.

This is an important collection.

9. Redi ('Raree') Residency (*subordinate to Fort Augustus*).—Redi is a village near Vengurla in Ratnagiri District. It was in the hands of Sawantwadi chiefs.

*Diaries*

1 Volume (No. 213), 29th April to 4th October 1766.

This is a record of operations against 'Kem Savant Bouncello' (Khem Sawant Bhosle).

10. Fort Victoria (Bankot) Residency.—Bankot (in Ratnagiri District) was next to the island of Bombay, the earliest English possession in Western India. Commodore James captured the place in April 1755. The Fort of Bankot (Himmatgad) and nine neighbouring villages were ceded to the British in October 1755.

*Diaries*

9 Volumes (Nos. 163 to 171), from 1757 to 1809. Diaries for 1764 and 1767, 1769-1774, 1798, 1799 and 1802 are wanting.

No. 163 is defective at the beginning.

In No. 165 the Diary of 1782 is given twice.

In No. 167 is found a report of the proceedings of a Committee at Surat appointed to inquire into the causes of the failure of the investment of Surat piece-goods. It is out of place here but the Resident of Fort Victoria was President of the Committee, which may account for its proceedings appearing here.

No. 168 contains a survey of villages subject to Fort Victoria.

In No. 170 the Diary of 1805 is given twice.

11. Bankot Factory.

*Diaries*

7 Volumes (Nos. 797 to 803), from 1756 to 1814.

12. Karwar ('Carwar') Factory.—Karwar (now in Mysore State) had a English factory since early 17th Century. But the records of that period are not available. In 1720, The East India Company was forced to remove their factory and in spite of efforts to regain the favour of the Sonda Chief, the English were unable to open a new factory at Karwar till 1750. The new Karwar factory started in that year shortlived only for 2 years.

*Diaries*

1 Volume (No. 162), 1751-52.

Typed copy (No. 162 A) is available.

*Outward or Order Books*

1 Volume (No. 29), 1720 to 1722.

Typed copy (No. 29A) is available.

13. Sind ('Scind') Factory.—On 22nd September 1758, Gulam Shah Kolhor, the ruler of Sind allowed East India Company to establish a factory in his dominions, with many trade concessions, and the British connection with Sind lasted till 1775.

*Diaries*

1 Volume (No. 192), from August 1762 to July 1764.

The letters in it are dated sometimes from Tatta and sometimes from Shah Bandar.

14. Mokha Factory.—Mokha is a town in Yemen on the Arabian Coast of the Red Sea.

*Diaries*

4 Volumes (Nos. 64, 74, 75, 76), from December 1722 to 1795.

No. 64 (21st December 1722 to 7th August 1723) is the Diary of the Supervisor or Chief.

Nos. 74 and 75 (August 1725 to August 1732) are Diaries of Super-cargoes.

No. 76 (May 1752 to August 1795) contains a Diary of two Super-cargoes sent to Beetlefakke, and then the usual Diaries.

The gaps are more numerous than the years of which there are records. There are no Diaries for 1723-24, 1724-25, August 1726 to March 1730, August 1730 to April 1733, August 1733 to March 1752, July 1752 to April 1790 and June 1793 to April 1795.

#### 15. Mokha Residency.—

##### *Diaries*

9 Volumes (Nos. 65 to 73), from 1820 to 1828.

These volumes, though entered as Diaries, are not Diaries.

No. 65 (1821 to 1826) is an Inward Letter Book. Some letters are out of order at the end.

No. 66 (1820 to 1828) is an Inward Letter Book. The letters are put higgledy-piggledy. There are also some miscellaneous letters and papers.

No. 67 (1822 to 1827) contains Inward letters in the Secret Department, some Persian letters, and some miscellaneous letters and papers.

No. 68 (1812 to 1828) is an Outward Letter Book

No. 69 (1821 to 1828) contains Cash Accounts, Journal and Ledger.

No. 70, 71, 72 contain Accounts, Establishments, Dead Stock, Abstracts, Remittances and other miscellaneous papers.

No. 73 relates to the enquiry about expenditure for the war with Tipu.

16 Basra Factory.—(Basra was a celebrated city of Asia, in the government of Baghdad. An English factory was established there about the middle of the 18th Century.)

##### *Diaries*

11 Volumes (Nos. 193 to 203), from 1763 to 1777.

No Diary for 1770-71, nor for 1776.

In No. 196 the Diary from 1st July to 7th January 1767 is a duplicate of the Diary for the same period in No. 195.

##### *Outward or Order Book*

1 Volume (No. 30), 1725

The letters were entered carelessly.

#### 17. Basra Residency.—

##### *Diaries*

9 Volumes (Nos. 204 to 212), from 1766 to 1811.

No Diaries for 1777 to 1797. The Diaries of some other years are very scanty. That of 1804 is only from 1st to 26th January; and that of 1806 is only from 8th September to 31st December.

18. Bushire Residency.—Bushire is a town of Persia, in the province of Fars, situated in the Persian Gulf.

##### *Outward or Order Book*

1 Volume (No. 35), 1789 to 1798.

This volume contains both Outward and Inward Letters. There are Outward Letters from 1789-1796; and then Inward Letters from 1792 to 1798.

No letters for 1795.

19. Gombroon Factory or Residency.—Gombroon, or which is also known as Bandar Abbas, is a town of Persia in the province of Kerman, on the northern shore of the Persian Gulf. The English opened a factory there in early 17th Century, which was destroyed by the French in 1759.

##### *Diaries*

7 Volumes (Nos. 112 to 118), from August 1741 to August 1757.

No Diary for 1743.

No. 113 contains a Journal, kept by Mr. Danvers Graves (February and March 1747) of the most material occurrences, during Nadir Shah's residence at Carmania (Kerman). It is a very piteous account. This Journal, or extracts from it, have been published in Mr. Forrest's *Selections, Home Series*, Vol. II.

The first half of No. 115 is a duplicate of the latter half of No. 114 (the diary of 1749-50).

##### *Outward or Order Book*

1 Volume (No. 31), 1744-45).

##### *Inward or Letter Book*

1 Volume (No. 40), 1443-44.

20. Diego Garcia Island.—Diego Garcia, one of the group of Islands known as 'Chagos Archipelago', about 250 miles S. by W. from the southernmost of the Maldiv Islands.

##### *Diary*

1 Volume (No. 288), 1786.

This volume contains the proceedings of Government respecting taking possession of the Island and settling it, the Diary of the Chief of the Settlements; and a Journal of the voyage to the Island and back to Bombay by Captain Robinson.

*Other Miscellaneous Residency Records*

21. Kolhapur Residency.—35 Files (1854 to 1948).
22. Janjira Residency.—35 Files (1937 to 1947).
23. Jawhar Residency.—80 Files (1914 to 1941).
24. Rewa Kantha Residency.—15 Files (1890 to 1926).
25. Rajpipla Residency.—70 Files (1933 to 1946).
26. Baroda Residency.—about 100 Files (1936 to 1945).
27. Gujarat State Agency and Baroda Residency.—about 900 Files (1866 to 1927).

**CHAPTER V****PRESIDENCY RECORDS****(ALL DEPARTMENTS)**

Before describing the Records of the various Secretariat Departments, we shall discuss here briefly a different set of Records which are classified as 'Secretariat (all Departments) Records'. These records do not belong to any particular Department. It is not known why these records were not included in any of the Secretariat Departments. They cover the period from 1646 to 1827. These records are as follows :—

**(1) Secretariat Outward or Order Books.**—27 volumes (Nos. 2 to 27), 1677 to 1787.

This is not a continuous series. The first four volumes (of which No. 1 is not here) belong to Surat Factory Records. Nos. 2, 3, 4 contain papers in bunches for the years 1675, 1676, 1677, 1686 and 1687; No. 5 of years 1694-1696; No. 6 of the years 1697-1699 is quite illegible; the first part of No. 7 contains Bombay Government's letters to Directors for 1699-1700 and the remaining are President's orders to subordinate Factories and servants for 1700-1702. All these papers are of great interest and yield valuable material for the early history of the Bombay settlement, its difficulties, its trade, rivalry with the French and the Dutch; they also give news of what was happening in the contest between the Mughals and the Marathas, Shivaji's invasion of the Karnatak, his struggle with the Siddi of Janjira, Angre's early activities, etc. A few extracts from these Volumes have been included in Foster's series of *Factory Records*, but all the seven Volumes deserve to be printed in *extenso*.

After No. 7 there is a wide gap of 37 years. Volume No. 8 of the series begins in the year 1738 and the series with occasional gaps goes right up to 1787. From No. 7 however the series loses its historical interest. It contains orders to subordinate Factories about trade matters.

**(2) Secretariat Inwards or Letter Books.**—37 volumes (Nos. 1 to 37), 1646 to 1786.

The series consists of 37 volumes starting with the year 1646 and ending with 1786. There are many gaps in the years embraced by these volumes. There are gaps from 19th October 1647 to November 1656, from 2nd

October 1657 to August 1696, from 4th February 1697 to December 1700 and from 16th July 1701 to January 1740.

The first half of No. 1 belongs rather to Surat than to the Bombay Secretariat. It contains letters addressed to the Chief and Council at Surat, while in the latter half are found papers addressed to the Governor of Bombay. The volume is illegible in many parts.

The series contains as its name indicates letters coming in from Factories and settlements subordinate to Bombay. Starting with the extreme Western point the Factories were located at Basra, Bushire, Tatta in Sind (for a time), Cambay, Surat, Broach and then Southward at Bankot (after 1755), Anjengo and Tellicherry. Upto the end of Anglo-French struggle in 1761 the East India Company was a commercial body and the correspondence reflects its commercial activities. It deals mainly with the purchase of Indian goods to be shipped abroad, such as spices, coffee, copper, cotton, cloth and the sale of goods brought from England, woollens, etc. The Company's servants did not take an active part in country politics, but were interested in it in so far as it affected their business. There are therefore faint echoes of what was happening in the Indian continent. The Bushire and Bassora papers refer casually to the struggle between the Turks, the Arabs and the Persians. Commotions in Afghanistan adversely affected the Company's trade in woollens at Tatta. Likewise Surat and Broach letters tell of the slow infiltration of English influence in the two cities, the subsequent subordination of the Nawabs to their authority, the struggle between Govind Rao Gaikwad and Fatehsingh Gaikwad, the expeditions against Koli pirates, etc. Tellicherry and Anjengo papers report the purchase of cardamom and pepper and sale of cloth, and refer to the rivalries of the local chiefs, the Zamorin of Calicut, the Prince of Cherikka, Ali Raja of Cannanore and the Rajas of Travancore and Cochin. Later after 1761, the rise of Haidar Ali and his conquest of Canara and push southward raised a storm in the quiet waters of Malabar powers. The Company was anxious to keep friendly with Haider, so that its trade privileges may be maintained in Malabar. There are also letters coming from Fort St. David, Fort St. George, Fort William and Canton in far away China mostly relating to commercial transactions. It is interesting to read of sandalwood and elephant's teeth being shipped to China to be worked into delicate pieces of art. Copies of despatches reporting the unhappy expedition to Balambangan in Java are to be found in 1761-1764 volumes, as also Holwell's reports of the Black Hole episode.

Volumes of later period (from 1772) lose their importance. Separate departments were set up to deal with political affairs and correspondence dealing with them came to be entered in volumes of those departments.

(3) *Minute Books*.—7 volumes (Nos. 1 to 7), 1756 to 1791.

The series contains proceedings of the Governor's Council. The discussion on various topics that came before the Council for consideration and decisions taken thereupon are noted in these Minute Books. They bear the signatures of the Governors and the members of the Council. Information on all branches of the business is available in these Minute Books. But they are in very bad condition. Moreover the information is available in records of other types pertaining to this period. (viz. *Outwards* and *Inwards*).

There are no *Minute Books* for 1757-58, 1760-64, 1766 and 1769-1776.

(4) *Honorable Courts Inwards* : (Enclosures to the *Letters from the Court of Directors*).—

22 volumes (Nos. 1 to 22), 1767 to 1827.

These 22 volumes contain enclosures to the *Letters from the Court of Directors* in all Departments from the beginning to the end of 1827. Lists of persons (Europeans) appointed to various posts in the Bombay Presidency and lists of persons not in employ of the East India Company, but permitted to proceed to India are found in these volumes. Representations, Petitions and Memorials in respect of allowances, suspensions, etc. of the Company's servants are also in these volumes. There are also orders, and instructions to the Captains of ships and papers of commissions granted to various personalities like Hornby, Boddam, Colville, Napean, Elphinstone and Malcolm which are prominent among them.

The series contains copies of Covenants and Bonds registered for administration and military, Company's Solicitor's answer regarding jurisdiction of Mayor's Court at Bombay, opinion of the Council on powers of the President and Council to alter the sentence of the Court Martial Act of 1784 governing the appointments of Governors in India etc. Letters from the Court to prominent Peshwas like Madhavrao, Bajirao, copy of the marriage treaty between King Charles II and King of Portugal (1661), annual revenues of Bombay Presidency for 1787, statement of revenues of Co.'s possessions at Bengal, Madras and

Bombay (1793-1807) and receipts and charges for 1792-1807 are some of the important papers of historical interest in these documents.

(5) **Honorable Court's Outwards.**—(*Letters and Despatches of Jonathan Duncan, Governor of Bombay, to the Court of Directors.*)

3 Volumes (Nos. 1-3), 1796 to 1802.

In his letters to the Court of the Directors, the Governor Duncan has made reports of political events that took place in the Bombay Presidency and area nearby or subordinate to it. Activities of Foreign powers have also found place in these letters.

Movements of a French squadron, Poona affairs, Tipu's inroads in Malabar, struggle between Nana Phadnis and Daulatrao Shinde, French design to enter India by Red Sea, Surat disturbances and politics in Persian Gulf are the main topics discussed in these despatches.

## CHAPTER VI

### RECORDS OF THE SECRETARIAT DEPARTMENTS

The Bombay Records Office was originally created for housing and preserving the records of the Secretariat, which till then were with the offices of the respective Secretaries to Government, and a few subordinate offices deposited their records in the Record Office in the last century. Now very rarely a subordinate or sub-office of the State Government sends its records to the Record Office for preservation. Hence, the main bulk of the Government Records in Bombay Archives belongs to the Secretariat (afterwards known as "Sachivalaya" and now as "Mantralaya") Departments.

Administration of the State is controlled by Government through various Departments of the Secretariat situated in Bombay. Several of these Departments had their origin in the course of the East India Company's administration and were created under orders of the Court of Directors, London. The nomenclature and size of some of the Departments have changed according to exigencies of time. New Departments have also been set up.

As far as the structure and constitution of the Departments are concerned, they have the same pattern. Each Department is controlled by a Secretary, a Gazetted Officer; he is assisted by other Gazetted staff—Deputy Secretary, Under Secretary, Section Officer, Superintendent and other non-Gazetted staff. The strength of the Gazetted and non-Gazetted staff that assists the Secretary depends on the work load of each Department. The work of each Department is distributed among several Branches.

The following is a brief description of the Secretariat Departments, whose records are housed in the Bombay Archives, alongwith the particulars of the records created by them. The details of subjects dealt with by different Departments discussed here are limited to the period for which the records are housed in Bombay Archives and Mantralaya Records Rooms. Records of the latter are distinguished from the former by "MRR" in brackets against them. The recent distribution of subjects among the various existing Departments is given in Appendix 'D'.



## 1. PUBLIC (GENERAL) DEPARTMENT

(Now known as Urban Development, Public Health and Housing Department)

### (A) Public Department

The first instance of the division of Government business into Departments can be traced to the institution of a Public Department. The 'Public' *Diary* No. 1 of 1720, commences thus: "The Consultation and Diary Book of Charles Boone, Esquire, President and Governor &c, Council. The proceedings in the Affairs of the Right Honourable United Company of Merchants of England Trading to the East Indies in the Presidency of Bombay, Surat, Persia, &c, pursuant to the Establishment made by the Honourable Court of Directors in their letter of the 5th April 1715, &c." Thus it seems that this Department was created on 5th April 1715. But a printed list of the India Office Records shows that there are in the India Office, the proceedings of the Government of Bombay in the Public Department from 18th November 1704. The Department dealt with subjects of public interest — construction of roads, public buildings, medicine, weights and measures, etc. Military and Commercial Departments formed part of this Department before they were separated in 1805. It also dealt with ecclesiastical matters till the Ecclesiastical Department was placed under Secretary, Military Department in September 1860.

The series of *Public Department Diaries* in Bombay Archives consists of 449 volumes starting with January 1720 and ending with December 1820. The Diaries for 1721-23, 1725-27, 1729, 1730 and 1732 are wanting.

This series contains correspondence of the administration of the town and Island of Bombay. In the beginning of 18th century the British East India Company mainly aimed at conducting trade with the Western and Southern Coast of India. It records events of commercial, ecclesiastical, historical, Marine and Military happenings in India and details of the gradual development of the town and island of Bombay, its Municipal administration, development of roads and planning of the city of Bombay, construction of new docks and harbour for negotiation of trade with foreign countries.

The *Public Department Diary* volumes were written in the form of Consultations. A Consultation generally consists of Company's correspondence with Chiefs of the Factory settlements of Anjengo, Honawar, Surat and Tellicherry regarding their commercial transactions viz., export of spices, such as pepper, cardamom, etc., their relations with Travancore Chiefs, petty Chiefs of Cotiote, Cherical and other princely states, the

relations of Tipu Sultan with Southern Chiefs, his relations with the French at Mahe and Pondicherry, etc. The earlier Diaries are recorded in indirect narration.

Several accounts of the Bombay Presidency, such as Treasury accounts, giving monthly statement of the receipts and issues and the probable estimates of expenditure for the next financial year give in a nutshell Budget Estimates of the times. These accounts indicate the financial position of the Presidency and the administration of each Department.

The *Public Department Diary* series throws light on the administration of Malabar after its cessation from the Madras Presidency. Malabar's trade with Britain and France continued for a very long time. Timber and Teak was the main commodity for export to Bombay and other places. The construction of ships and new docks in Bombay and repairs to the old was done from the timber and fine teak supplied from Malabar.

The establishment of Mints in Bombay, Broach, Madras and Surat reveals the minting of coins in several Mints in Bombay Presidency and the rates of exchange with Benaras, Surat and Kathiawad rupees.

Among other items discussed in this series are the Church administration and judicial and police administration which contributed to the development of the Bombay City and Island. The Archbishop of Goa was considered to be the Supreme authority of the Roman Catholic churches in Bombay and Salsette. The Mayor's Court was merely a Company's Court till it was superseded under a Royal charter. It had every side jurisdiction, being empowered to try all cases, civil or criminal.

The piratical activities of the Kolis on the coast of Bombay and Gujarat, the activities of Joasmee and Chaub Arabs in the Arabian and the Persian Gulf affected largely the trade of the East India Co. in the Middle East Countries such as Baghdad, Basra and Cairo. Piracy on the Konkan coasts by the Chiefs of Kolhapur and Sawantwadi did great damage to the Company's commerce.

For efficient civil administration the Supreme Government opened a college at Calcutta for training of Civil servants. Bombay Charity School and the Bombay Education Society were established for the education of the poor.

It will thus be seen that the Public Department series gives us fund of information on the administration of Bombay Presidency and its



relations with Bengal and Madras Presidencies in the matters of trade, defence and communications.

The other set of volumes, *Public Department Outward or Order Books*, contains orders issued from Bombay castle as per directions of the Board of Directors to the Governor in Council for carrying out their policies and decisions taken in the Public Department and as such relates to the ships' readiness to proceed for return voyage to Europe, supply of marine stores and other commodities, maintenance and inspection of various accounts, supply of medicines, payment of bonds, sanction of advances and allowances, appointment of a Committee to inspect treasury, sale of warehouses, etc. This series also includes the records relating to payment of estate of dead persons, sanction of gratuities to widows, alterations and repairs of Magazine in the castle, weekly reports of arrivals and departure of vessels at and from the port, etc.

These *Order Books* also contain the lists of the Company's Marine Officers, Free Merchants, Seafaring people and other European inhabitants at Bombay and subordinate Factories and also lists of the East India Company's Civil Servants on the Bombay establishment with rank and allowances.

The originals of the contents of the later *Diaries* are to be found in the series of *Minute Books*. These contain the same matter as the *Diaries*, without the correspondence which was copied into the *Diaries*. They are in the same formal shape as the *Diaries* and must have required time for their preparation after the meeting, if any, at which the orders embodied in them were passed.

*Despatches from the Court of Directors* to the Bombay Council consist of letters from the Court of Directors to the Bombay Council from 1742 to 1820. The first volume contains papers of an earlier date (1681-85) while the second is a miscellaneous collection. The series begins in a regular manner in the third volume from the year 1742 and goes right up to 1820.

The despatches in the series relate mainly to the commercial transactions of the East India Company. Sailings of ships are communicated, import and export of goods are discussed, instructions are sent out to the agents in India in connection with the Company's business, appointments in its service, discipline of servants, their promotion and punishments. The references of historical nature cover such wide subjects as relations with native powers, development of the island of Bombay—its fortifications and buildings, coinage and exchange, shipbuilding, marine, etc.

As new Departments sprang up from 1755, the Public Department records declined in importance and this series is no exception to the rule. To each volume is appended an index prepared by Major Candy which is not very helpful. The index for the entire series is brought together in one volume, No. 30 A.

Public Department *Inwards* contain letters addressed to the Court of Directors by the Bombay Council. These despatches discuss the local politics and seek sanction of the Supreme Government to endorse the acts of local Governments. Unfolded in these papers is the story of the rise of the English power in this Presidency, how the English used every opportunity to their advantage interfering in local politics, making local powers to fight against each other, the Marathas, Haidar, Nizam and Angre approaching the English either for aid or for alliance to destroy their enemies, the decline of influence of Dutch and French, etc.

With the establishment of an organised Government at Bombay, there arose a question of supremacy between Military and Civil authorities. The same was decided in favour of latter. All events of Surat, Malabar, Portuguese, and Persian affairs are reported in these despatches. So also Court of Directors have been acquainted with the political situation in the Presidency, such as relations between Peshwa Madhavrao and Raghunathrao, death of Madhavrao, Narayanrao's assassination, anticipated revolt in Poona *Darbar* against Raghoba, etc.

#### (B) General Department

In 1821, the Public Department having been shorn of many important functions, its name was changed to "*General Department*" and the Department dealt with subjects like Local Self-Government, scientific, medical and sanitary matters, conduct of public servants, etc. "*Public Works*" remained part of the General Department till its separation in 1860. Railway scheme was considered in this Department between 1844 and 1848.

Plague Branch was formed temporarily between 1898 and 1910 and proceedings relating to plague formed part of the proceedings of the General Department.

The subjects of a number of other Departments, which came into existence later on, were with the Public or General Department.

With the introduction of Montague Chelmsford Reforms in 1921, the General Department began to look after Local Self-Government, medical

and public health and education. The nomenclature of the Department was changed to "*General, Educational, Marine and Ecclesiastical Department*". After the transfer of "Merchant Shipping" to the Government of India and ecclesiastical matters to the Home Department between 1923 and 1925, the Department came to be known as "*General and Educational Department*." Between the years 1921 and 1937 it began to deal with matters pertaining to destruction of wild animals, ancient monuments, ancient manuscripts, libraries and exhibitions, etc.; in 1926 the new subjects like Indian Cotton Ginning and Pressing Factories, village water supply and boring (closed in 1921) were added to the Department.

In 1947 the "General & Educational" Departments were bifurcated into two, "*Education and Industries Department*" and "*Health and Local Self-Government Department*." The subjects Education, Industries and Backward Classes were taken over by the Education and Industries Department.

In 1949, the subject "Printing and Stationery and Official Publications" was transferred from the Health and Local Self-Government to Development Department; matters pertaining to Rent Act were transferred to Labour and Housing Department. The name of the Department then became "*Local Self-Government and Public Health Department*."

#### (C) Urban Development, Public Health and Housing Department

At present, the Department is designated as *Urban Development, Public Health and Housing Department*. The subjects allotted to this Department may be grouped under three main heads, viz.—(a) urban development including local self-government, (b) public health and (c) housing. Under head (a) are included the administration of the law relating to municipal corporations, municipalities, notified area committees and improvement trusts (excluding fire-fighting services), matters relating to local self-Government in cantonment areas in so far as the State Government is concerned, matters relating to the levy of taxation by urban local authorities, local government at urban hills (including the appointment of Superintendents of such stations), town planning, including development plans for urban areas, the development of Greater Bombay and reclamation projects there, government water works in urban areas, municipal water supply and drainage and other sanitation schemes in urban areas, pilgrimages within India, registration of births, deaths and marriages, and burials and burial grounds, cremation and cremation grounds. Under head

(b) are included preventive aspects of public health and sanitation, curative aspects of public health, including hospitals and dispensaries medical education, medical research, medical, nursing and dental professions, lunacy and mental deficiency, including mental hospitals, prevention of the extension from one State to another of infectious or contagious diseases or pests affecting men, so far as the measures are within the competence of the State Government, port quarantine and hospitals connected therewith and seamen's and marine hospitals, in so far as the State Government is concerned, drug control, family planning, maternity and child welfare, prevention of food adulteration and administration of medical benefits under the Employees State Insurance Scheme. Under head (c) are included housing boards and various schemes for housing, including industrial housing, co-operative housing for middle and low income groups, assistance to local authorities for housing of low income groups and sweepers' housing schemes, slum clearance, rent control, regulation of ownership flats, allotment of tenements in the Bombay Development Department Chawls and the administration of Government Premises Eviction Act. Miscellaneous subjects which do not come under any of the three heads mentioned above are inns and inn-keepers and relief of the disabled and unemployable.

#### HOLDINGS

- (1) *Diaries* : (January 1720 to December 1820)—449 volumes (Nos. 1 to 439 ; Nos. 28, 29, 31, 66, 77, 185, 194, 259, 281 and 423 are double. No. 1 is in bad condition.)
- (2) *Outward or Order Books* : (1766 to 1820)—192 volumes (Nos. 1 to 187, No. 8 being triple and Nos. 14, 78 and 137 double.)
- (3) *Minute Books* : (1790 to 1820)—55 volumes (Nos. 1 to 55).
- (4) *Volumes* : (1821 to 1912)—7,803 volumes.
- (5) *Compilations* : (1913 to 1921)—14,166 compilations.
- (6) *Letters from the Court of Directors* : (1681 to 1820)—24 volumes—(Nos. 1 to 24).
- (7) *Letters from the Court of Directors (Duplicates)* : (1743 to 1885)—74 Volumes (Nos. 1 to 74).
- (8) *Letters to the Court of Directors (Outwards)* : (1746 to 1868)—118 Volumes (Nos. 1 to 44).

- (9) *Letters to the Court of Directors (Duplicates)* : (1796 to 1895)—48 volumes—(Nos. 1 to 48)— (No duplicates for 1799, 1804 and 1819).
- (10) *Abstracts of Proceedings (Printed)* : (1861 to 1932)—74 volumes.
- (11) *G. D. Confidential Abstracts of Proceedings* : (1905 to 1930)—16 volumes.
- (12) *Files* : These are classified as below :—
  - (i) General Series—2,280 files.
  - (ii) ' 33 ' Series—2,900 files.
  - (iii) Trilateral Series (1953 to 1971)—19,270 files (MRR)\*
  - (iv) Vidarbha Files—(1947 to 1956)—1,842 files (MRR).
  - (v) ' S ' Series (1922 to 1953)—1,750 files.  
(1945 to 1959)—24 files (MRR).
  - (vi) ' P ' Series (1920 to 1953)—105 files.  
(1949 to 1965)—229 files (MRR).
  - (vii) ' LA ' Series (1949 to 1953)—3 files.
  - (viii) ' LC ' Series (1922 to 1953)—4 files.
  - (ix) ' O ' Series (1953)— 2 files; 10 files (MRR).
  - (x) G.D. (Plague) (1904 to 1910)—756 Compilations
  - (xi) G.D.(P.D.)Files (1920)—30 files.

#### Reference Tools

- (1) *Volume Lists* : (1821 to 1912) -35 lists.
- (2) *Compilation Lists* : (1913 to 1921)-2 lists.
- (3) *Key Books* : (1843 to 1892)-33 lists.
- (4) *File Index* : (1921 to 1950)-7 lists.
- (5) *File Lists* : (1921 to 1953)-5 lists.
- (6) *Inward Registers* : (1845 to 1909) -325 Registers.
- (7) *Outward Registers* : (1862 to 1921)-113 Registers.

\* MRR — Records in Mantralaya Record Rooms which are under the Directorate of Archives.

## 2. SECRET AND POLITICAL DEPARTMENT (Now known as General Administration Department)

Secret and Political Department was formed under the orders of the Court of Directors contained in their letter of 5th April 1754. Proceedings of this Department commenced from 10th March 1755. The subjects dealt with by this Department were mostly of political nature, viz. correspondence with Residents at Foreign Courts, transactions with Foreign Nations and country powers, military affairs, etc.

The Records of this Department from 1809 to 1820 are divided into two separate Departments, (1) Political Department and (2) Secret Department. The *Descriptive Catalogue of the Secret and Political Department Series* (1755 to 1820) has been published in 1954, and the same is useful for Research Scholars desirous of doing research in these records.

From 1820 the Department came to be known as 'Political Department'. It mainly dealt with subjects pertaining to Native States within the Jurisdiction of Bombay Government, boundary disputes, levy of customs, political pensions, extradition, etc. The scheme of Indo-European Telegraph was considered in the Political Department during 1861-62. The subject was transferred to Military Department in 1863.

The Legislative Department formed part of the Political Department for some time. In 1907 the Legislative Department was separated from the Political Department. "Education" for sometime was transferred to Political Department from General Department.

Between the years 1920 and 1938 the Political Department was redesignated as "Political and Reforms Department." Treasure Trove, Meteorology, Emigration and matters pertaining to Government servants, etc., were transferred from the General Department to Political Department, between 1929 and 1930. In 1938 the "Services" was transferred to the Political and Reforms Department and the nomenclature was changed to "Political and Services Department."

With the formation of the Development Department, inventions, designs, trade marks, etc. were transferred to that Department. Matters pertaining to merged states are looked after by the Political and Services Department.

Since 1960 the Department is designated as 'General Administration Department' and subjects assigned to this Department fall under four main heads : (a) the central machinery of government; (b) services and service matters; (c) organisation of government machinery and methods; and (d) miscellaneous, including several subjects in the Union List.

Falling under (a) are the following.—Appointment and leave of the Governor; expenditure in connection with the residence of the Governor; salaries and allowances of ministers and deputy ministers; the Constitution of India; Rules of Business and Instructions thereunder; elections to Parliament and the State Legislature and appointment of High Court Judges.

Falling Under head (b) are the following.—All matters affecting all-India services and posts; safeguarding the rights and legitimate interests of all establishments; measures to secure adequate representation of all castes and communities in the public service; rules relating to (i) classification and recruitment, (ii) conduct, discipline and appeals, (iii) provident and family pension funds; all general matters affecting the services, including departmental and language examinations for Government servants, in-service training, associations of Government servants; matters relating to appointment, posting, transfer, promotion and conduct of, and grant of leave to, officers of the all-India or State services; and all matters relating to the Maharashtra Public Service Commission.

Falling under head (c) are the following.—Secretariat standing orders; Government records; rules regarding the disposal of complaints and representations from members of the public; Official correspondence; official language; public holidays; matters relating to common services in the Mantralaya; and administration reports. The Department also deals with organisation and methods work, including the carrying out of work studies.

Falling under head (d) are the following: Appointment of the Sheriff of Bombay; State Gazetteers, Archives, memoirs, etc.; publicity and Directorate of Publicity; tourism; ceremonials, including visits of distinguished persons; certificates of age and nationality, naturalization; extradition of foreigners; foreign affairs ecclesiastical affairs, including European cemeteries; posts and telegraphs, including telephones, but not including village telephone systems, wireless and other like forms of communication; Post Office Savings Bank; Union agencies and institutions for professional or technical training or the promotion of special studies or research; Zoological Survey of India; census; national integration and safeguards to linguistic minorities; major ports; inter-state migration; admission into India or expulsion of foreign missionaries; pilgrimages to places outside India and appointment of Port Haj Committee; preventive detention for reasons connected with defence, foreign affairs or the security of India, rehabilitation of immigrants from East Pakistan; consular

matters; and passports and visas. Recently the Department has been entrusted with responsibility for civil works and ancillary matters connected with the setting up of defence projects in the State on behalf of the Government of India.

#### HOLDINGS

##### (I) Secret and Political Department

- (1) *Diaries* : (1755 to 1808)—268 volumes (Nos. 1 to 260 and Nos. 14, 17, 19, 33, 41, 66; 164 and 165 are double).
- (2) *Outward or Order Books* : (1778 to end of 1814)—57 volumes (Nos. 1 to 57).  
No. 1 is called "Select Committee Foul Order Book".
- (3) *Minute Books* : (1755 to end of 1813)—27 volumes (Nos. 1 to 27).  
There is a gap from August 1762 to September 1769.
- (4) *Letters to the Court of Directors* : (1799 to 1814)—14 volumes (Nos. 1 to 14).

##### (II) Secret Department

- (1) *Diaries* : (1809 to 1820)—58 volumes (Nos. 260A to 317).
- (2) *Minute Books* : (May 1813 to end of 1820)—8 volumes (Nos. 1 to 8).
- (3) *Letters from the Court of Directors (Inwards)* : (1744 to 1847)—16 Volumes
- (4) *Letters from the Court of Directors (Duplicates)* : (1788 to 1825)—25 volumes.
- (5) *Letters to the Court of Directors (Outwards)* : (1815 to 1860)—151 volumes : (Nos. 1 to 151).
- (6) *Letters to the Court of Directors (Duplicates)* : (1822 to 1828)—1 volume.

##### (III) Political Department

- (1) *Diaries* : (1809 to 1820)—180 volumes (Nos. 318 to 497).
- (2) *Minute Books* : (1813 to 1820)—12 volumes (Nos. 28 to 39).
- (3) *Outwards or Order Books* : (1815 to end of 1820)—18 volumes (Nos. 58 to 75).
- (4) *Volumes* : (1820-1913)—10,810 volumes.
- (5) *Compilations* : (1914 to 1921) 12,408 Compilations.
- (6) *Letters from the Court of Directors* : (1794 to 1873)—145 volumes.
- (7) *Letters from the Court of Directors (Duplicates)* : (1796 to 1862)—96 volumes.
- (8) *Letters to the Court of Directors* : (1796 to 1827)—384 volumes

- (9) *Letters to the Court of Directors (Duplicates)* : (1796 to 1827)—18 volumes.
- (10) *Table of Contents of Despatches to the Court of Directors* : (1841 to 1847)—6 volumes.
- (11) *Abstracts of Proceedings* (Printed) : (1860 to 1932)—94 volumes.
- (12) *Files*.—These are classified as follows :—
  - (i) General Series : 1,000 files.
  - (ii) '34' Series : 5,000 files.
  - (iii) '46' Series : 2,002 files.
  - (iv) '52' Series : 1,801 files (MRR).
  - (v) Triliteral Files : (1952 to 1967)—38,400 files (MRR).
  - (vi) 'S' Series : (1922 to 1945)—4,000 files.  
(1946 to 1952)—558 files (MRR).
  - (vii) 'P' Series : (1922 to 1959)—1,500 files.
  - (viii) P. & S. D. (R. C. D.) Files : 200 files.
  - (ix) Passport Files : (1916 to 1938)—about 100 files.
  - (x) P. D. (War) Compilations : (1914 to 1921)—120 files.
  - (xi) P. & S. D. War Branch Files : (Nos. W2 to W 1000)—100 files.
  - (xii) P. & S. D. Select Files : 9 files.
  - (xiii) P. & R. D. Files : Political Department (Reforms Office Files)—about 900 files.
  - (xiv) P. D. *Confidential Abstracts of Proceedings* : (1899 to 1928)—16 volumes.
  - (xv) Misc. Records re : Cutch, etc. (received from National Archives of India, New Delhi)—500 files
  - (xvi) Misc. Records re: Junagadh & Mangrol : (1914 to 1922)—19 files.
  - (xvii) P. D. (D. D.)—100 files.
  - (xviii) Political & Reforms Department—100 files.
  - (xix) Madhya Pradesh Files—558 files (MRR).

#### Reference Tools—

- (1) *Volume Lists* : (1820 to 1913)—4 lists
- (2) *Compilation Lists* : (1914 to 1922) 5 lists.
- (3) *Key Books* : (1832 to 1922)—(111 volumes).
- (4) *File Index* : (1) 1922-35, (2) 1936-44—2 volumes (Printed).
- (5) *File Lists* : (1922 to 1958)—12 lists.

- (6) *Inward Registers* from 1835 to 1922—373 Registers.
- (7) *Outward Registers* from 1852 to 1922—Registers.
- (8) *Descriptive Catalogue of Secret & Political Department Series*—(1755-1820) (Printed).

### 3. REVENUE DEPARTMENT

(Now known as Revenue and Forests Department)

This Department was formed under the orders of the Court of Directors, contained in their letter of 19th March 1778. The proceedings of this Department commenced from 1st January 1779. It mainly dealt with matters of survey settlements, land alienations, *khoti* and *khoti* villages, boundary disputes, forests, etc. In 1778 the Bombay Government administered but a small part of territory round about the island of Bombay, but by 1827 it was master of the Peshwa's conquered territories and in that capacity was administering affairs of the Southern Maratha Country, the Deccan, the Konkan and Gujarat. The observations cover the entire ground of revenue administration, the different tenures obtaining in the country, the rights of Government over the produce of the land, ancient village officers and their relation with the ryots, survey and assessment and general village economy. They form a valuable commentary on the revenue administration of the Presidency. For some time, forests were dealt by Marine and Forest Department.

On account of famine, Revenue Department (Famine Branch) was formed temporarily between 1896-1903. Proceedings connected with the famine of 1876-77 formed part of the proceedings of the Public Works Department.\*

In 1923, the "Industries" was transferred to General Department. The Village Water Supply was transferred to Revenue Department from the General Department in 1926.

In view of the expansion of the activities of the Revenue Department and need of accelerating the planning of the post-war reconstruction, the Department was bifurcated into Revenue Department (proper) and Reconstruction Department in 1944.

From 1946 Co-operative Societies, Markets, Fairs and Rural Industries were transferred to Revenue Department from the Reconstruction Department.

In accordance with the recommendations of the Administrative Enquiry Committee, the subjects, forests, co-operation, cottage industries, debt relief, money lending, marketing were made over to Agriculture and

\*For the records of 'Famine Branch', see under 'FAMINE DEPARTMENT'.

Forests Department in July 1949 and later to Development Department in September 1949. On 15th January 1949 a post of the Secretary, Khar Land Development Board was created for implementation of the scheme. In 1950 a post of Officer on Special Duty was created in the Revenue Department for abolition of different tenures, etc.

The abolition of the Commissioners' Offices in 1950 devolved on the Revenue Department, their work, viz. inspection of Revenue Offices, appointments of Mamlatdars, Deputy Collectors, etc.

In 1953 the Bombay Revenue Tribunal work was transferred to the Offices of the Director of Local Authorities by appointing Director of Local Authorities as official member of the Tribunal.

The Department is now known as "*Revenue and Forests Department*" and the subjects allotted to this Department are : (1) land and land revenue, (2) collection of revenue from certain other taxes, (3) forests, national parks and preservation of wild life, and (4) miscellaneous. Under the head 'land and land revenue' come rights in or over land, land tenures, including the relation of landlords and tenants and collection of rents, transfer and alienation of agricultural lands, acquisition and requisitioning of property and the principles of compensation, agricultural loans, courts of wards, encumbered and attached estates, treasure trove, fishing rights, land revenue in respect of agricultural lands and the assessment and collection of non-agricultural assessment in respect of lands converted to non-agricultural use, the maintenance of land records, survey for revenue purposes and records of rights, alienation of revenue and land development outside municipal limits. The Department, consequently, deals with tenancy and land ceilings laws, procedure in rent and revenue courts and courts of appeal in revenue cases. In recent years, the Department has undertaken a number of legislative measures for the protection of tenants, for the consolidation of holdings and for an equitable distribution of cultivable land. The Department is also engaged in the distribution of forest lands made available by the Forest Department, the resettlement of agricultural workers on such lands, the extension of village gaothans, the provision of house sites for landless agricultural labourers and the settlement of members of backward communities, including nomadic tribes, on lands occupied by them for their residential purposes.

Coming under the head 'collection of revenue from certain other taxes' are taxes on agricultural income, State taxes on lands and buildings excluding taxes levied by local authorities, taxes on luxuries, including

taxes on entertainments, amusements, betting and gambling, duties on succession to agricultural land, registration and stamp duties other than duties or fees collected by means of judicial stamps, and excise duty on alcoholic liquors, opium, hemp and other narcotic drugs.

Under the head 'forests, national parks and wild life preservation' come the protection, conservation, utilisation and development of forests, the establishment and maintenance of national parks and the administration of the Bombay Wild Animals and Wild Birds Preservation Act, 1951. Though national parks are under the administrative control of the Revenue and Forests Department, the executive work has been entrusted to the Superintendent of Parks and Gardens who works under the Buildings and Communications Department.

Coming under the head 'miscellaneous' are famine relief and relief on account of fires, floods and other natural or general calamities, territorial changes, impressment of carts, survey of India, religious and other societies and institutions which do not come under the Jurisdiction of the Law and Judiciary Department, *waqfs*, religious and charitable institutions managed by Government, power alcohol and opium, so far as regards cultivation and manufacture or sale for export.

#### HOLDINGS

- (1) *Diaries* : (1779 to 1820)—167 volumes.
- (2) *Outward or Order Books* : (1813 to 1820)—16 volumes.
- (3) *Minute Books* : (1786 to 1791)—1 volume.
- (4) *Volumes* : (1821 to 1911)—16,863 volumes.
- (5) *Compilations* : (1912 to 1919)—2,082 compilations.
- (6) *Letters from the Court of Directors* : (1787 to 1851)—23 volumes.
- (7) *Letters from the Court of Directors (Duplicate)* : (1795 to 1885)—71 volumes.
- (8) *Letters to the Court of Directors* : (1789 to 1885)—52 volumes.
- (9) *Draft Letters to the Court of Directors* : (1796 to 1815)—6 volumes.
- (10) *\*Duplicate Letters from the Secretary of State for India* : (1867)—1 volume.
- (11) *Abstracts of Proceedings* : (1861 to 1931) : 62 volumes.
- (12) *Confidential Proceedings for the year 1909*—6 volumes.

\* This volume is under the heading 'Forest Department'.



(13) *Post-1920 files—*

- (i) General Series : 'A', 'B', 'C', 'D' General Series—3,300 Files.
- (ii) '24' Series : 1,600 Files.
- (iii) '28' Series : 2,000 Files.
- (iv) '33' Series : 3,600 Files.
- (v) '39' Series : 2,400 Files.
- (vi) '45' Series : 2,330 Files (MRR).
- (vii) '49' Series : 2,208 Files (MRR).
- (viii) '51' Series : 1,552 Files (MRR).
- (ix) Trilateral Series : (1953 to 1975) — 11,585 Files (MRR).
- (x) 'S' Series: (1921 to 1945)-600 Files, (1946 to 1963)-1,270 Files.
- (xi) 'P' Series: 1932 to 1945)-500 Files, (1946 to 1960)-789 Files.
- (xii) 'PR' Series : (1964 to 63)—120 Files.
- (xiii) 'O' Series : (1949 to 59)—650 Files.
- (xiv) F. & G. Files reg. Land etc. (for the year 1920)—75 files.

*Reference Tools—*

- (1) *Volume Lists* : (1821 to 1911)—42 lists.
- (2) *Compilation Lists* : (1912 to 1919)—8 lists.
- (3) *Key Books* : (1857 to 1921)—63 lists.
- (4) *File Index* : (1920 to 1945)—5 lists.
- (5) *File Lists* : (1920 to 1945)—7 lists.
- (6) *Inward Registers* : (1844 to 1921)—515 Registers.
- (7) *Outward Registers* : (1847 to 1921)—323 Registers.

## 4. COMMERCIAL DEPARTMENT

This Department was formed under the orders of the Court of Directors, contained in their letter of 21st September 1785 and its proceedings commenced from 4th September 1786. It was a part of the Public Department till 1805. From 1805 to 1813 there was a combined "Commercial and Military Department", and both were separated from each other in 1813. With the closure of the commercial business the Commercial Department was abolished in 1836, under the orders of the Court of Directors, contained in para 2 of their letter of 19th November 1833, as it was ordained in Parliamentary Act 3rd and 4th William IV Cap. 85, passed on the 28th August 1833, that the Company should close their commercial business.

## HOLDINGS

- (1) *Diaries* : (1786 to 1820)—151 Volumes.
- (2) *Outward or Order Books* : (1813 to 1820)—17 volumes.
- (3) *Minute Books* : (1786 to 1789)—1 volume. 1813 to 1836 (vol. 1-24)
- (4) *Volumes* : (1821 to 1836)—78 volumes.
- (5) *Letters from the Court of Directors* : (1787-1833)—22 volumes.
- (6) *Letters to the Court of Directors* : (1788-1836)—24 volumes.
- (7) *Duplicate Letters to the Court of Directors* : (1796-1820)—14 volumes.

*Note.*—For *Outward or Order Books* and *Minute Books* for the period from 1805 to 1813, please see under *Military Department*.

(No reference tool for this Department's records is available).

## 5. MILITARY DEPARTMENT

This was established in 1788 under the orders of the Court of Directors, contained in their letter of 21st November 1787 and its Proceedings commenced from 3rd June 1788. It formed part of the Public Department till 1805. It was separated from the Commercial Department in 1813. The Ecclesiastical Department was put in charge of the Secretary of this Department in September 1860. The Government of India assumed complete control of military affairs and the Department was abolished on 1st April 1895.

## HOLDINGS

(A) *Military and Commercial Department—*

- (1) *Outward or Order Books* : (1805 to May 1813)—82 volumes (Nos. 1 to 82).
- (2) *Minute Books* : (May 1805 to end of 1813)—18 volumes (Nos. 1 to 18).

(B) *Military Department—*

- (1) *Diaries* : (1788 to 1820)—367 Volumes.
- (2) *Outward or Order Books* : (1805 to 1820)—127 volumes.
- (3) *Minute Books* : (1787 to 1789)—1 volume.  
(1805 to 1820)—33 volumes.
- (4) *Volumes* : (1821 to 1895)—6,724 volumes.
- (5) *Letters from the Court of Directors* : (1787 to 1895)—132 volumes.

- (6) *Duplicate Letters from the Court of Directors* : (1789 to 1895)—84 volumes.
- (7) *Letters to the Court of Directors* : (1788 to 1894)—108 volumes.
- (8) *Duplicate Letters to the Court of Directors* : (1796 to 1892)—88 volumes.
- (9) *Duplicate Letters from the Secretary the East India House* : (1839 to 1846)—1 volume.

**(C) Military and Marine Department—**

- (1) *Letters from and to the Court of Directors* : (1836 to 1861)—20 volumes.

*Reference Tools—*

- (1) *Volume Lists* : (1821 to 1895)—1 list.
- (2) *Key Books* : (1870 to 1879)—5 lists.
- (3) *Inward Registers* : (1841 to 1895)—115 Registers.
- (4) *Outward Registers* : (1843 to 1899)—38 Registers.

## 6. JUDICIAL DEPARTMENT

(Now known as **Home Department**)

Judicial Department was established under the orders of the Court of Directors, contained in their letter of 18th June 1794 and its Proceedings commenced from 6th March 1795. Matters pertaining to Law and Regulations were to be dealt with in this Department. Some of its subjects formed part of the Political and Legislative Departments till 1920, though in 1907 the Legislative Department was separated from the Political Department. In 1921 the Judicial Department was separated from the Political Department and the nomenclature of the former was changed into "*Home Department*". The Special Branch of this Department was converted into Home Department (Special). In 1925 Industrial Disputes, Labour Office were transferred from Home Department (Special) to General Department from which the administration of Ecclesiastical affairs was taken over by the Home Department. It also dealt with matters arising out of Indian Christian Marriage Act.

The Executive and Special Branches functioned independently of Home Department (Proper) till 1945.

The Home Department now deals with police, civil and criminal justice, maintenance of peace and order, jails, etc. besides dealing with matters relating to Political Activities, Public Security, Communal Organisations, Obscene Literature, Military and Political intelligence.

The Home Department of the Secretariat is concerned in the main with the regulation of the police functions of the State whether they are primarily the responsibility of the State Government in such matters as the police and prisons, or whether they are primarily the responsibility of the Union Government in such matters as naval, military and air forces or internal security through the employment of such forces in aid of the civil power. Certain other subjects which do not fall strictly within the scope of police functions are also entrusted to the Home Department either because they were at one time administered through the agency of the police, such as "vehicles", "taxes on vehicles" and "explosives", or because they relate to the enforcement of restrictive laws, such as "betting and gambling" or "intoxicating liquors". Prior to 1960 the Home Department was responsible for the judiciary and the constitution of courts as well. As a consequence a few miscellaneous subjects connected with the judiciary or the administration of justice still remain the responsibility of the Department, as for instance "appointment of Justices of the Peace and Honorary Magistrates" and "Administrators General and Official Trustees". Very recently the Department has been entrusted with the subject "fire fighting services in urban and cantonment areas" and the Department has administrative responsibility whether the services are provided by local authorities or by any other agency.

For the purpose of allocation of subjects the Department is deemed to consist of two separate wings, viz., Home Department (Proper) and Home Department (Special). The main purpose of the division is to isolate in the Home Department (Special) matters pertaining to, or involving considerations touching on, the security of the State, which are generally of a highly confidential character. In a few cases subjects are divided between the Home Department (Proper) and the Home Department (Special), some aspects being dealt with by one and some by the other. Thus "public order" appears in the lists of both the sections.

The more important of the subjects allotted to the Home Department (Proper) are the following :—Public order, excluding those aspects which are allotted to the Home Department (Special); police; prisons; administration of borstal schools and institutions; betting and gambling; fire-fighting services in urban and cantonment areas; petroleum and petroleum products, including the regulation and development of oil fields and mineral oil resources; prevention of cruelty to animals;

vehicles, including mechanically propelled vehicles (in so far as they are not the responsibility of the Buildings and Communications Department) and road transport services; explosives; arms, firearms and ammunition; appointment of Justices of the Peace and Honorary Magistrates; intoxicating liquors, drugs (in so far as they are not the responsibility of the Urban Development and Public Health Department) and poisons, including prohibition; emergency relief organisation; coroners; and Administrators General and Official Trustees.

The main subjects allotted to the Home Department (Special) are the following:—Naval, military and air forces and any other armed forces of the Union; the defence of India and internal security; civil defence; detention of, and restrictions over Indian citizens under the Defence of India Act and the Defence of India Rules in the interests of security; public order, insofar as it covers preventive detention, offences against the State, political intelligence, political and communal agitations, subversive movements, and inter-communal relations, riots or disturbances; confidential and secret codes; postal, telegraph, telephone, press and broadcasting censorship, including press censorship under the Defence of India Rules; the fire fighting organisation in Marathwada; the resettlement of ex-servicemen; newspapers, books and printing presses, so far as restrictions and control over them are concerned; the office of the Examiner of Books and Publications; and control over theatres, dramatic performances, cinemas, sports, entertainments and amusements, including the sanctioning of cinematograph films for exhibition.

#### HOLDINGS

##### (A) Judicial Department—

- (1) *Diaries* : (1795 to 1820)-130 volumes.
- (2) *Outward or Order Books* : (1813 to 1820)-13 volumes.
- (3) *Minute Books* : (1813 to 1820)-1 volumes.
- (4) *Volumes* : (1821 to 1911)-10,730 volumes.
- (5) *Compilations* : (1912 to 1921)-1,103 compilations.
- (6) *Letters from the Court of Directors* : (1814 to 1860)-34 volumes.
- (7) *Duplicate Letters from the Court of Directors* : (1814 to 1845 & 1861 to 1886)-59 volumes.
- (8) *Letters to the Court of Directors* : (1796 to 1863)-93 volumes.
- (9) *Duplicate Letters to the Court of Directors* (1803 to 1869)-95 volumes.
- (10) *Judicial Department (Police) Letters to the Court of Directors* (1852 to 1854)-2 volumes.

- (11) *J.D. (Police) Volumes*: (1852 to 1854)-85 Volumes.
- (12) *Duplicate Letters to the Court of Directors* : (1853 to 1854)-2 volumes
- (13) *Abstracts of Proceedings*: (1852 to 1920)-192 volumes. (File or Compilation Nos. and titles of the subject are given in ink against the extracts, in these volumes which facilitates to search the original correspondence from the compilations/volumes and files).

##### Reference Tools—

- (1) *Volume Lists* : (1821 to 1911)-31 lists.
- (2) *Compilation Lists* : (1912 to 1921)-9 lists.
- (3) *Key Books* : (1841 to 1921)-91 volumes.
- (4) *Inward Registers* : (1852 to 1921)-318 Registers.
- (5) *Outward Registers* : (1863 to 1921) 113 Registers.
- (B) **Home Department**.—Post-1920 files:
  - (1) 1st Series : 2,300 files.
  - (2) 2nd Series : 1,900 files.
  - (3) 3rd Series : 1,950 files.
  - (4) 4th Series : 4,900 files.
  - (5) 5th Series : 2,600 files.
  - (5-A) 5th Series : 2,769 files (MRR).
  - (6) 6th Series : 1858 files (MRR).
  - (7) 7th Series : 2950 files (MRR).
  - (8) Trilateral Series : (1953 to 1968)-files (MRR.)
  - (9) Series : (1921 to 1944)-2,000 files, and (1945 to 1953)-2,313 files (MRR)
  - (10) P Series : (1921 to 1948)-1035 files and (1945 to 1956)-538 files.
  - (11) L.C. Series : (1921 to 1938) 400 files and 354 files.
  - (12) O Series : (1946 to 1953)-33 files (MRR).
  - (13) L. A. Series : 642 files (MRR).
  - (14) *Home (Political) Department* : (1921 to 1940)-2,794 files.
  - (15) *Home (Special) Department* : (1908 to 1949)-1,902 files. (These files supply useful source material for the History of Freedom Movement in Bombay Presidency).
  - (16) *Home Department (A.R.P.) Files*—104 files.
  - (17) *R.D. (H.D.) Files*—(Originally H.D. Files)-(1926 to 1940)—12 files.
  - (18) *M.P. (Madhya Pradesh) Files*—53 files.
  - (19) *Abstracts of Proceedings*—(1921 to 1931)---39 volumes.

### Reference Tools—

#### (a) Home Department—

- (1) *File Index* : (1921 to 1944)-24 lists.
- (2) *File Lists* : (1932 to 1944)-28 lists.
- (3) *Inward Registers* : (1921 to 1944)-75 Registers
- (4) *Outward Registers* : (1915 to 1944)-54 Registers.

#### (b) Home (Political) Department—

- (1) *File Lists* : (1921 to 1941)-1 list.
- (2) *Inward Registers* : (1921 to 1941)-48 Registers.
- (3) *Outward Registers* : (1921 to 1940)-34 Registers.

#### (c) Home (Special) Department—

- (1) *File List* : (1908 to 1948)-1 list.

## 7. FINANCIAL DEPARTMENT

(Now known as Finance Department)

This Department was formed under the orders of the Court of Directors, contained in their letter of 25th April 1811 (para 3) and its Proceedings commenced from 2nd September 1811. It dealt with matters of financial interest such as trade, commerce, banking, mint, public receipts and expenditure, etc. Matters connected with the Bombay Mint formed part of the Financial Department; from 1830 the proceedings relating to Mint were separately maintained till they were incorporated again in its parent Department in 1837. Between 1849 and 1860 "Railway" formed part of the Department till it was transferred to Public Works Department in 1860.

With the introduction of the Reforms Act, 1919, the basis of the financial arrangements between the Central and Provincial Governments was changed in 1921-22 and the Bombay Government became directly responsible for the financial administration of the Province. In certain matters the Department acts as agent of Central Government. Now the Department is known as *Finance Department*.

The Finance Department ensures that public revenues are spent in furtherance of the general policy of Government in the most economical manner and to raise the necessary revenue and funds by taxation, etc. It prepares annual budget, evolves taxation measures, etc., and, advises Government in all matters involving financial considerations. Proposals

initiated by other Departments are scrutinized and sanctioned by this Department.

Bureau of Economics and Statistics formed in 1946 is part of the Finance Department and it co-ordinates statistics collected by various Departments and offers advice on methods of collecting statistical information. The Bureau is a liaison between the Central and State Governments in statistical matters. In pursuance of the recommendations of the Administrative Enquiry Committee, the Bureau is entrusted with the statewide survey of the employment, income and expenditure of the people in the State of Maharashtra.

The main function of the Finance Department is to regulate the financial business of the State and to ensure that public expenditure conforms to the standards of propriety and economy prescribed by Government. It is the Department primarily responsible for raising the funds required to meet public expenditure, although in several cases the collection of revenue may be the responsibility of other departments of the Secretariat. The Department lays down the pattern of spending and, subject to the decisions taken by the Council of Ministers, it allocates funds to the various Departments. Accordingly, it deals with the preparation of the budget, appropriation bills, taxation measures excluding those belonging to local self governing bodies, audit, pay and allowances, pensions and other conditions of service of State employees, excepting questions affecting the all-India services which are dealt with by the General Administration Department. It is responsible for all matters pertaining to trade and commerce, banking, currency and coinage, stock exchange and future markets, import and export across customs frontiers and Central Government excise duties in so far as these subjects come within the State's jurisdiction. In some of these matters it acts as an agent of the Central Government. There are some other subjects which also have a bearing on the finances of the State, and which are specially assigned to the Department. They are treasury procedure and administration of treasuries, the Bombay Sales Tax Act, the Bombay Sales of Motor Spirit Taxation Act, Small Savings Movement, Preparation of the Five-Year Plans for the State and for the districts and statistics relating to planning. Connected with planning, the Department is responsible for all matters pertaining to general principles and policies regarding socio-economic planning, development programmes, general principles relating to the financing of the Plan and Central assistance for plan schemes, foreign technical assistance and co-ordination of development activities.

## HOLDINGS

- (1) *Diaries* : (1811 to 1820)—30 volumes.
- (2) *Outward or Order Books* : (1818 to 1820)—15 volumes.
- (3) *Minute Books* : (1813 to 1820)—9 volumes.
- (4) *Volumes* : (1821 to 1912)—5,370 volumes.
- (5) *Compilations* : (1913 to 1920)—9,774 compilations.
- (6) *Letters from the Court of Directors* : (1808 to 1850)—19 volumes.
- (7) *Duplicate Letters from the Court of Directors* : (1808 to 1885)—58 volumes.
- (8) *Letters to the Court of Directors* : (1807 to 1867)—38 volumes.
- (9) *Duplicate Letters to the Court of Directors* : (1807 to 1885)—24 volumes.
- (10) *Abstracts of Proceedings* : (1861 to 1931)—81 volumes.
- (11) *Post - 1920 Files* :—
  - (i) General Series : 2,900 files.
  - (ii) 33 Series : 2,000 files.
  - (iii) Trilateral Series : (1953 to 1959)—703 files (MRR).
  - (iv) S Series : (1921 to 1944)—1,300 files.
  - (v) P Series : (1921 to 1948)—1,000 files.
  - (vi) F.D. (P.D.) files—General Series : (Nos. 42 to 9997)—600 files.
  - (vii) F.D. (P.D.) files-33 Series : (Nos. 24/33 to 2632/33)—200 files.
  - (viii) F.D. (P.D.)-L files—300 files.
  - (ix) F.D. (P.D.)-S files—10 files.
  - (x) F.D. (P.D.)-R Series : (1921 to 1937)—20 files.
  - (xi) L.C. Files : (1921 to 1927)—315 files.

## Reference Tools—

- (1) *Volume lists* : (1821 to 1912)—24 lists.
- (2) *Compilation lists* : (1913 to 1920)—5 lists.
- (3) *Key Books* : (1862 to 1912)—50 lists.
- (4) *File Indices* : (1921 to 1950)—4 lists.
- (5) *File lists* : (1921 to 1950)—7 lists.
- (6) *Inward Registers* : (1861 to 1919)—269 Registers.
- (7) *Outward Registers* : (1854 to 1920)—155 Registers.

## 8. SEPARATE DEPARTMENT

The name "Chief Secretary's Separate Office" appeared for the first time in the Statement of Civil Establishments on 1st May 1822. In the previous statements, it is shown as 'Chief Secretary's Office'. The records of this Department previous to 1830 are destroyed. The first Diary of this Department was of 1799. It thus appears that the Department was formed in 1799. The Department was organised for the purpose of the Chief Secretary's duties in connection with the arrivals and departures of ships, issue of passes and other miscellaneous duties. Later the duties comprised delivery of orders to officers arriving from Europe, care of the Secretariat building and its furniture, the management of the Record Office, etc. The Department is now merged with the General Administration Department.

## HOLDINGS

- (1) *Volumes* : (1830 to 1913)—439 volumes.

## Reference Tools—

- (1) *Inward Registers* : (1883 to 1913)—4 Registers.
- (2) *Outward Registers* : (1883 to 1899)—2 Registers.

## 9. ECCLESIASTICAL DEPARTMENT

Under instructions from the Court of Directors in their letter of 4th March 1817, the Proceedings of the Ecclesiastical affairs came to be maintained separately and a separate Department was created. The Department was to deal with Baptists, baptisms, burials, cathedrals, cemeteries, chaplains, churches, endowments, simirals, priests, construction and repairs of churches, etc. However, this Department was under the Secretary, Public Department and till the beginning of 1847, its proceedings formed part of the Proceedings of the Public Department (which after 1820 became General Department). Since then it was treated as a separate department. In 1860 it was placed under the Secretary, Military Department and later it came under the Secretary, General and allied Departments. In 1925 the Ecclesiastical matters were taken over by the Home Department.

## HOLDINGS

- (1) *Letters from the Court of Directors* : (1828 to 1873)—19 volumes.
- (2) *Duplicate Letters from the Court of Directors* : (1816 to 1842)—4 volumes.

- (3) *Letters to the Court of Directors* : (1817 to 1857 and 1860 to 1873)—15 volumes.
- (4) *Duplicate Letters to the Court of the Directors* : (1820 to 1895)—5 volumes.)
- (5) *Volumes* : (1847 to 1911)—912 volumes.
- (6) *Abstracts of Proceedings* : (1864 to 1936)—73 volumes.
- (7) *Files* : 'P' Series (re : Budget Grants) : (1928 to 1930)—6 files.

#### Reference Tools—

- (1) *Volume Lists* : (1847 to 1909)—5 lists.
- (2) *Inward Registers* : (1852 to 1921)—38 Registers.
- (3) *Outward Registers* : (1882 to 1921)—12 Registers.

### 10. MARINE AND FOREST DEPARTMENT

In consequence of the great increase of business of a miscellaneous nature in the Public Department, the Government of Bombay separated the correspondence relating to the Marine and control of Forests into a distinct Department. The Proceedings commenced from 2nd January 1818. It is interesting to note that the Bombay Marine then constructed ships — battle ships — for the British Navy. Smaller vessels such as pilot boats, pilot brigs were never brought from England. Indian artificers made them in the Bombay Docks out of wood procured from Malabar, Thana and Dang forests. Most of the timber used for constructing small crafts, paddles, came from Malabar : attempts were made to plant good teak in Salsette island and carpenters were secured from Surat.

The chief authority was the Marine Board whose executive power was vested in the Marine Superintendent. This official was the channel of communication between the Marine Department and the supervising Board. He recommended proposals and got them executed after approval. He supervised work in the Bombay Docks, building of ships, their repairs, checking of stores and keeping discipline among the ships crews.

The correspondence in the Marine Department relates to the accommodation and quarters to the Marine Officers, permission to import Marine Stores, various accounts of Marine Department, administrative report of Shipping office, Bombay, Budget estimates of Port Trust of Bombay and Karachi, payment of fees to witnesses retained for enquiry into shipping casualties, survey of the harbour, lands for Port Trust, Bombay, erection of light-houses, certificates of survey granted by the Governments of Bombay, Bengal and Burma, rules for transport and

importation, precautions taken at the Ports of the Bombay Presidency to protect cargo from theft when conveyed in boats between ship and shore, pay and allowances, pension and gratuities to Marine staff, publication of Board of Trade circulars, reports of the arrival and departure of ships and boats, rules for the medical inspection of vessels, bills to amend the Indian Marine Act, disposal of deceased seamen's estates, etc.

'Forest Department' now forms part of 'Revenue and Forests Department' (See under 'Revenue Department').

#### HOLDINGS

##### (A) Marine and Forest Department

- (1) *Diaries* : (1818 to 1820)-15 volumes.
- (2) *Outward or Order Books* : (1818 to 1820)-6 volumes.
- (3) *Minute Books* : (1818 to 1820)-3 volumes.
- (4) *Letters from the Court of Directors* : (1798 to 1866)-64 volumes.
- (5) *Duplicate Letters from the Court of Directors* : (1798 to 1867)-58 volumes.
- (6) *Letters to the Court of Directors* : (1848 to 1860)-41 volumes.
- (7) *Duplicate Letters to the Court of Directors* : (1818 to 1895)-67 volumes.

##### (B) Marine Department

- (1) *Volumes* : (1834 to 1900)-1,858 volumes.
- (2) *Letters from the Court of Directors* : (1841 to 1858)-7 volumes.
- (3) *Duplicate Letters from the Secretary at the East India House* : (1841 to 1858)-7 volumes.
- (4) *Abstracts of Proceedings* : (1861 to 1894)-34 volumes.
- (5) *Compilations and Files* : (1906 to 1929)-1,800 compilations.
- (6) S Series Files : (1921 to 1924)-30 files.
- (7) P Series Files : (1921 to 1924)-50 files.
- (8) L C Series Files : (60 files).

#### Reference Tools—

- (1) *Volume Lists* : (1834 to 1900)-15 lists.



## 11. MINT DEPARTMENT

The matters connected with the Bombay Mint formed one of the subjects of the 'Financial Department'. In 1830 it was considered advisable to record the proceedings separately, for the convenience of reporting to the Court of Directors the progress of the New Bombay Mint which was then under construction. But later at the suggestion of the Secretary, Finance Department the proceedings were commenced to be incorporated in the proceedings of the Finance Department from 1st January 1837. In 1876 the Government of India assumed charge of the Bombay Mint.

The Records pertaining to Mint Department relate to introduction of new copper coins into circulation, the difficulties experienced in introducing the new coin into circulation and in the interior, purchase of coals for the use of the Mint, alterations at the Mint, old copper coins, new silver coins, inferior quality of the dyes sent out from England and other foreign Mints, proceedings respecting the reconstitution of Mint office, its establishment, passage money, stores of Mint, etc.

### HOLDINGS

- (1) *Volumes* : (1830 to 1836)-29 volumes.
- (2) *Letters to the Court of Directors* : (1829 to 1835)-2 volumes.

## 12. STEAM DEPARTMENT

In pursuance of the instructions from the Court of Directors the proceedings in the Marine Department relating to Steam Ships were recorded separately from August 1837 to June 1839. The Department was however discontinued in 1839.

Some of the subjects discussed in this Department are : arrangements to purchase coal for steam purpose, arrangements for continuing monthly communication by steam between Bombay and Suez, a list of sundry serviceable and repairable stores returned from the Steamer *Atalantic*, sailing orders to Steamers, bills for coal imported from England, quarterly accounts of receipts and issues of coal by the Company's agents, probable estimates and expenditure for repairing steamers, receipts of passage money, system of rule in the Engineers Department of the Company's steamers, rates of European coal, mathematical instruments required for use of the Euphrates expedition, etc.

### HOLDINGS

- (1) *Volumes* : (1836 to 1839)-19 volumes.
- (2) *Letters to the Court of Directors* : (1828 to 1839)-2 volumes.
- (3) *Duplicate Letters to the Court of Directors* : (1838 to 1839)-2 volumes.

## 13. PUBLIC WORKS DEPARTMENT

(Now known as Public Works and Housing Department)

Upto 1855, the proceedings connected with public works formed part of the proceeding of the General Department. From that year the denomination Public Works Department came to be used, though the Department itself remained a part of the General Department. In 1860 the Public Works Department became a separate Department with the Chief Engineer as its Secretary. This Department was concerned with matters of construction of roads and bridges, maintenance of Government buildings, hospitals, schools, irrigation, etc.

On the appointment of Under Secretary to Government in the Public Works Department for the Irrigation Branch, the establishment and records were separated from the Public Works Department in 1868.

In 1923, Tramways, Bombay Improvement Trust and Gas Companies were transferred from the General Department to the Public Works Department. In 1930 engineering matters pertaining to the Back Bay Reclamation Scheme, industrial and land scheme, etc. came over to this Department from the Development Department.

In 1933 the Public Works Department was reorganised. Communications Branch was created in 1935 and matters relating to the Board of Communications, Petrol Tax Fund, Provincial Road Fund Projects, electricity control and post-war reconstruction programme came to be looked after by the Department. Since 1949 the Department is dealing with matters relating to inland navigation, water ways, light-houses, ports other than major ports, water supply etc., since they were transferred to this Department from Political and Services Department, Revenue Department and Agriculture and Forest Department. With the abolition of the Labour and Housing Department, in 1953, matters pertaining to Housing were transferred to the Public Works Department.

The Buildings and Communications Department was formed in 1960 along with the Irrigation and Power Department of the Secretariat by the bifurcation of the Public Works Department, and it inherited the dual structure of its parent Department, in so far as its functions both as a Secretariat Department and as the headquarters office of the executive head of the Buildings and Communications Department, viz., the Chief Engineer (Buildings and Communications) and of the executive head of the Ports Organisation, viz., the Chief Ports Officer. In this respect this Department and the Irrigation and Power Department of the Secretariat differ from the other Secretariat Departments which, even where

they include executive Heads of Departments like the Industries Commissioner and the Dairy Development Commissioner as *ex-officio* Additional or Deputy Secretaries to Government, do not serve as the headquarters offices of these executive heads. The difference in structure stems from the fact that in the past the Public Works Department of the Secretariat did not have at its head a non-technical Secretary to Government as the other Departments had. The two Chief Engineers were also Secretaries to Government and their joint office served both as a Secretariat Department and as the headquarters office of an executive department. When some years ago the State Government decided to appoint a non-technical Secretary to Government at the head of the Public Works Department of the Secretariat, it was not considered necessary to effect a division of the functions of the Department according as they pertained to the Secretariat proper or to the responsibilities of the Chief Engineers as executive heads of their sections of the Public Works Department (viz. Roads and Buildings in the case of one Chief Engineer and Irrigation in the case of the other). It will, therefore, be found that in both the successor Departments, viz. the Buildings and Communications Department and the Irrigation and Power Department, not only do the Chief Engineers function as Joint Secretaries to Government, but most of the Deputy and Under Secretaries are drawn from the Maharashtra Service of Engineers (though there are also some non-technical Deputy, Under or Assistant Secretaries to Government drawn from the Indian Administrative Service or from the pool of officers drawn from the Secretariat establishment) and the staff includes other technical personnel, like Deputy Engineers, Overseers, Draftsmen and Tracers.

As a Secretariat Department, the Buildings and Communications Department is concerned with matters relating to: (a) works, lands and buildings vesting in the State Government, (b) roads, bridges, ferries, minor railways which do not come within the responsibility of the Union Government, municipal tramways, ropeways, inland water-ways and minor ports, (c) housing servants of the State Government, (d) parks and gardens (not, however, including national parks which are the responsibility of the Revenue and Forests Department of the Secretariat), (e) historical monuments (other than national monuments) so far as their maintenance and repairs are undertaken by the State Government, (f) development of hill stations (other than those which are under municipalities) and holiday camps, (g) construction and maintenance of electrical installations in Government buildings, (h) shipping and navigation

in inland waterways, (i) the Backbay Reclamation Scheme and (j) the village telephones system. The Department also deals with several subjects in the Union list of subjects so far as they are required to be handled by the State Government. The more important of these are : (a) works, lands and buildings vesting in the Union Government, (b) railway, (c) construction of airstrips and landings grounds, (d) execution on agency basis of works on behalf of the Central Government, (e) meteorological organisations and observatories, and (f) lighthouses and lightships, beacons and other provisions for the safety of shipping and aircraft.

At present the Department is again designated as 'Public Works and Housing Department'.

#### (A) Public Works Department (General)

(1) *Volumes* : (1855 to 1921)-21,461 volumes; (1922 to 1951)-15,267 volumes.

(2) *Letters from the Court of Directors* : (1856 to 1859)-4 volumes.

(3) *Letters to the Court of Directors* : (1855 to 1860)- 6 volumes.

(4) *P.W.D. (Imperial) Abstracts of Proceedings* : (1856 to 1894)-49 volumes.

(5) *P.W.D. (Local) Abstracts of Proceedings* : (1866 to 1931) 66 volumes

(6) *Post-1920 files*.—

(i) General Series-2,000 files.

(ii) 27 Series-3,600 files.

(iii) 36 Series-88,000 files.

(iv) 48 Series-1,500 files.

(v) Trilateral Series-(1951 to 1957)-12,215 files. (MRR).

(vi) S Series—(1922 to 1948)-4,000 files and (1951 to 1960)-640 files.

(vii) P Series—(1922 to 1930 and 1934 to 1945)-400 files; (1951 to 1960)-130 files (MRR).

(viii) L. C. Series—(1922 to 1930)-1,800 files.

(ix) L. A. Series (1937)-125 files.

(x) P.W.D. (D.D.) files—(1920 to 1930)-1,800 files.

#### Reference Tools—

(1) *Volumes Lists* : (1855 to 1921)-28 lists.

(2) *File Indices* : (1922 to 1946)-9 books.

(3) *File Lists* : (1922 to 1951)-15 lists.

(4) *Inward Registers* : (1855 to 1911)-107 Registers.

(5) *Outward Registers*-(1809 to 1922)-122 Registers. [Subjects of files pertaining to Public Works Department are as mentioned in Public Works Department (General), Public Works Department (Rly.) and Public Works Department (Irrigation)].

**(B) Public Works Department (Irrigation)**

- (1) *Volumes* : 1855<sup>1868</sup> to 1921)-3800 volumes.
- (2) *Abstracts of Proceedings* : (1873 to 1887)-15 volumes

**Reference Tools—**

- (1) *Volume Lists* : (1855 to 1921)-23 lists.
- (2) *Inward Registers* : (1875 to 1921)-146 Registers. [From 1921, the subject was transferred to 'Public Works Department (General)'. Since 1960, the separate Irrigation and Power Department was established.]

**(C) Buildings and Communications Department**

*Files* (in Mantralaya Record Rooms) :

- (i) Trilateral files : (1958 to 1966) 21,620 files.
- (ii) S Series : (1962 to 1964)-106 files.
- (iii) P Series : (1962 to 1964)-460 files.
- (iv) O Series : 26 files.

**14. PUBLIC WORKS DEPARTMENT (RAILWAY)**

The railway was first considered in the General Department between 1844 and 1848. From 1849 to 1860 the subject was treated as branch of the Financial Department. It was transferred to the Public Works Department on its formation in 1860.

**HOLDINGS**

- (1) *Volumes* : (1859 to 1921)-7,038 volumes.
- (2) *Letters from the Court of Directors* : (1849 and 1852-55)-5 volumes.
- (3) *Letters to the Court of Directors* : (1850 to 56)-38 volumes.
- (4) *Abstracts of Proceedings* : (1870 to 1894)-125 volumes.

**Reference Tools—**

- (1) *Volumes Lists* : (1859 to 1921)-15 lists.
- (2) *Inward Registers* : (1865 to 1902 and 1915 to 1922)-183 Registers.
- (3) *Outward Registers* : (1860 to 1907)-86 Registers.

**15. INDUSTRIES AND LABOUR DEPARTMENT**

The Department was created on 1st May 1960 combining the Industries Section of the former Industries and Co-operation Department and the Labour Section of the Labour and Social Welfare Department. The subjects allotted to the Department fall roughly into the two groups as suggested by the name of the Department.

Industries declared by Parliament by law to be necessary for the purpose of defence or for the prosecution of war and those industries which are declared by Parliament by law to be subject to control by the Union in the Public interest are a Central subject. Industries not coming in these categories are in the State list of subjects and allotted to this Department. The Department also deals with the administration of the Cotton Textile Control Order, 1948, the Bombay Gas Supply Act, 1939, the Molasses Control Order, 1960, and the Bombay Building (Control on Erection, Re-erection and Conversion) Act, 1948. A miscellaneous group of subjects allotted to the Department which is more connected with industries than with labour includes electricity (excepting electrical installations in Government buildings and hydro-electric projects), purchase of stores, Government Printing Presses, stationery, official publications, weights and measures, gas and gas works, manufacture and use of power alcohol for industrial purposes, geological surveys, the administration of the Bombay Minor Mineral Extraction Rules, 1955, and the Maharashtra State Financial Corporation.

The subjects allotted to the Department relating to 'labour' are labour welfare, including standing orders for industrial employment, provident funds covered by the Employees Provident Fund Act, Employees' State Insurance, excluding the administration of medical benefits, workmen's compensation, maternity benefits, registration of trade unions, industrial and labour disputes, strikes and lockouts and the jurisdiction and powers of Industrial and Labour Courts and Wage Boards. The Department deals with the laws concerning factories, boilers and smoke nuisance. It also controls the Employment Exchange Organisation.

**HOLDINGS**

*N.B.*—All Files are in Mantralaya Record Rooms.

- (i) General Series : 233 files.
- (ii) ' 34 ' Series : 644 files
- (iii) ' 46 ' Series : 685 files.
- (iv) ' 48 ' Series : 2,448 files.
- (v) Trilateral Series : (1950 to 1954)-665 files.
- (vi) Vidarbha Files : (1931 to 1956)—about 600 Files.

## 16. IRRIGATION AND POWER DEPARTMENT

As pointed out in the description of the Buildings and Communications Department of the Secretariat, the Irrigation and Power Department of the Secretariat was established in 1960 to take over part of the responsibilities of the Public Works Department of the Secretariat as it existed prior to 1st May 1960. The Department also shares with the Buildings and Communications Department the dual character of Secretariat Department and headquarters office of the executive Head of Department, but, whereas there is only one such executive Head of Department within the Buildings and Communications Department, viz., the Chief Engineer (Buildings and Communications), who has responsibility over practically the whole range of subjects allotted to the Department, there are as many as four Chief Engineers within the Irrigation and Power Department and, in addition two Chief Engineers, concerned with the Koyna Hydro-Electric Project who are purely executive officers and have no Secretariat functions. While, therefore, for the most part the Irrigation and Power Department is distinguishable from other Secretariat Departments in the same manner as is the Buildings and Communications Department, in so far as it has two executive Heads of Departments outside the Secretariat structure, there is a separation of Secretariat and executive functions to a limited extent, so far as work relating to the Koyna Hydro-Electric project is concerned. Like the Buildings and Communications Department, the Irrigation and Power Department has on its staff, in addition to the four Chief Engineers who are ex-officio Joint Secretaries to Government, a number of technical offices of the Maharashtra Service of Engineers holding the positions of Deputy Secretaries and Under Secretaries and a certain number of other technical officers for work relating to the executive responsibilities of the Chief Engineer.

As a Secretariat Department, the Irrigation and Power Department is concerned mainly with matters relating to : (a) irrigation and canals, drainage and embankments, water storage and water power and tube wells for irrigation purposes, (b) investigation, preparation and execution of irrigation, hydro-electric and multipurpose projects, (c) preparation, execution and operation of projects for water supply and drainage when required to be done by Government agency, (d) management of completed irrigation projects, (e) administration of Irrigation Acts and betterment levies and the levy of irrigation cess on areas commanded by projects, (f) flood control works, (g) schemes for improvement of water-logged area, (h) research in engineering, and (i) inter-State river water disputes.

At present the Department is known as 'Irrigation Department' only.

### HOLDINGS

*N.B.*—All Files are stored in Mantralaya Record Room.

(i) Tri-literal Series : (1958 to 1968)-21,620 files.

(ii) ' S ' Series : (1957 to 1968)-106 files.

(iii) ' P ' Series : (1957 to 1968)- 460 files.

(iv) ' O ' Series : (1959 to 1968)-26 files.

## 17. EDUCATIONAL DEPARTMENT

(Now known as Education and Youth Services Department)

At first the subject 'Education' was a part of the General Department and afterwards it was transferred to Political & Judicial Department. The Educational Department was created in 1860 and formed part of the old General, Educational and Marine Department. It dealt with primary education and secondary and collegiate education. As the work of the Department increased the General & Educational Department was bifurcated into Education and Industries Department and Health and Local Self-Government Department in 1947. Again in September 1949 the Education & Industries Department was split up into Education Department and the Development Department and as a result of this matters pertaining to production, supply and distribution of goods, development of industries, etc., were taken over by the Development Department. The Education Department began to deal with matters relating to education, museums, research institutes, libraries, universities, ancient monuments, manuscripts, etc.

The Education and Social Welfare Department was formed at the time of the bifurcation of the bilingual Bombay State in May 1960 by transferring to the Education Department work relating to social welfare, including work relating to backward classes and displaced persons, which was being dealt with in the Labour and Social Welfare Department. The subjects allotted to the Department can be conveniently grouped as follows :—

(1) Education, including technical education but excluding agricultural and medical education at University level, literary and scientific institutions, libraries and museums, the preservation and maintenance of ancient and historical monuments, records, manuscripts and archaeological sites and remains which are not under the control of the Central Government, and the Auxiliary and National Cadet Corps.

(2) Activities relating to displaced persons from West Pakistan, including housing schemes, townships and colonies started for displaced persons and training facilities for them.

(3) Welfare of backward classes, including scheduled castes, scheduled tribes, nomadic tribes and other backward classes. It is intended that they should reach at least the minimum standards of other sections of society in matters of education, economic stability and social status as early as possible. The two Acts which are administered by the Department in connection with the backward classes are the Untouchability (Offences) Act, 1955 and the Hindu Places of Worship Entry (Authorisation) Act, 1956. The Education and Social Welfare Department also corresponds with the Government of India in regard to grants under article 275(1) of the Constitution and other grants sanctioned by Central Government for backward classes.

(4) Other Social Welfare activities for particular groups of people like delinquent children, beggars, physically handicapped people and exploited women and girls. There is an after-care programme for juvenile as well as for released adult prisoners. The Bombay Children Act, the Bombay Prevention of Begging Act, the Habitual Offenders Registration Act and the Bombay Probation of Offenders Act are the statutes relevant in this connection. The work under the last two Acts, however, is under the administrative control of the Home Department. The Acts regarding women in moral danger are the Women's and Children's (Institutions) Licencing Act, 1956 and the Suppression of Immoral Traffic in Women and Girls Act, 1958. Social Welfare is a general term and it also includes youth welfare as well as recreational and leisure time activities for the physical and cultural development of the population; assistance to schools imparting instruction in dance, drama and music also comes under this head.

At present the subject 'Social Welfare' is dealt by another Department. *Social Welfare, Cultural Affairs, Sports and Tourism Department* and a new subject 'Youth Services' has been attached to Education Department. 'Youth Services' Division of this Department deals with (i) Auxiliary and National Cadet Corps, (ii) Youth Welfare and Youth Services, (iii) Incentive Awards to Yuvak Mandals and Rural Youth Clubs, (iv) Scouting and Guiding, (v) National Service Corps, National Sports Organisations, (vi) Land Army and (vii) Youth Camps.

#### HOLDINGS

- (1) *Volumes* : (1825 to 1912)-2,329 volumes.
- (2) *Compilations* : (1913 to 1921)-6,721 compilations.
- (3) *Letters to the Court of Directors* : (1824 to 1910)-54 volumes.
- (4) *Abstracts of Proceedings* : (1863 to 1931)-108 volumes.
- (5) *Post-1920 Files*—
  - (i) S Series—(1921 to 1936)-4,000 files.
  - (ii) P Series—(1921 to 1936)-1,100 files.
  - (iii) L. C. Series—(1921 to 1935)-2,326 files.
  - (iv) W Series—(1947 to 1948)-4 files (MRR).
  - (v) R Series—(1949)-160 files (MRR).
  - (vi) P Series—(1957 to 1958)-12 files (MRR).
  - (vii) Ex- Hyderabad Files—(1950 to 1958)-486 files (MRR).
  - (viii) Ex- M.P. Files—(1951 to 1956)-186 files (MRR)
  - (ix) General Services—(1950)-80 files (MRR).
  - (x) Tri Series—2765 files (MRR).

#### Reference Tools—

- (1) *Volume Lists* : (1861 to 1864 and 1880 to 1912)-32 lists.
- (2) *Compilation List* : (1913 to 1921)-1 list.
- (3) *File Indices* : (1921 to 1936)-3 lists.
- (4) *File Lists* : (1921 to 1936)-1 list.
- (5) *Inward Registers* : (1860 to 1921)-120 Registers.
- (6) *Outward Registers* : (1874 to 1921)-53 Registers.

#### 18. LAW (AND FOREIGN) DEPARTMENT

These records are filed under the heading of "*Law Department*" only. The correspondence contained in the Records deals with establishment, staff salaries and Rules and Regulations for the Recorder's Court in Bombay Presidency. It is also seen from the letter, dated 7th January 1824 from the Court of Directors that the Supreme Court of Judicature with Civil and Criminal jurisdiction was established at Bombay abolishing thereby Recorder's Court. The Supreme Court was to consist of Chief justice who was to take rank after the Governor and two other judges who were to take rank after the members of the Governor's Council. Sir Edward West was appointed as Chief Justice on an yearly salary of Rs. 52,200 and Messrs. Sir Ralph Rice and Sir Charles Harcourt were appointed as Judges on an yearly salary of Rs. 43,500. There are also proceedings relating to cases of corruption against General Macliod, James Stevens, Supervisor



and John Agnew, Commercial Resident in the province of Malabar. The zeal and ability exhibited by the Governor and his Council in bringing this business to the Judiciary was found commendable by the Directors. In one of their letter, Directors prescribe that presents received by Company's servants from the Natives of the rank are to be credited to Company's Account and permit to incur expenditure for similar complimentary return.

#### HOLDINGS

- (1) *Letters from the Court of Directors* : (1797 to 1827)-1 volume (No. 1).
- (2) *Duplicate Letters from the Court of Directors* : (1797 to 1827) 1 volume (No. 1).
- (3) *Letters to the Court of Directors* : (1796 to 1803)-1 volume (No. 1).
- (4) *Letters to the Court of Directors (Rough Outwards)* : (1796 to 1803)-1 volume (No. 1).

(Besides Law Department despatches, this Series includes Foreign Department letters from 1816 to 1817).

### 19. LEGISLATIVE OR LEGAL DEPARTMENT

(Now known as Law and Judiciary Department)

The Department was formed in 1862 in connection with the Legislative Council of the Government of Bombay for making laws and regulations under the provisions of the Act of Parliament 24 & 25 Vic., Cap. 67. Till the year 1907 this Department formed part of the Judicial Department.

Between the years 1934 and 1937 the Legal Department administered the following subjects : Litigation and opinion conveying, drafting and council work. With the coming into operation of the Government of India Act, 1935 in 1937, the Legislature became bicameral-Legislative Assembly and Legislative Council. The Assistant Legal Remembrancer became *ex-officio* Secretary to the Legislative Assembly and Legislature Deputy Secretary to Legal Department became Secretary to the Legislative Council. But since 1946 the Legislature Department functions as an independent Department.

In 1938 there was a change. The work of Solicitors to Government was distributed among (a) Solicitors to Government, (b) Public prosecutor for Bombay, and (c) Solicitor to the Legal Department.

From 1st January 1950 the reorganisation scheme of Shri P. M. Lad, I.C.S. was implemented. The Department deals with the following subjects: Criminal and Civil Law, Drafting of principal legislation, election, State opinion on Constitutional Law, work relating to Government Litigation, etc. At present the Department is known as '*Law and Judiciary Department*.'

The Law and Judiciary Department of the Secretariat, like the General Administration Department and the Finance Department, has a dual function to discharge. Like these Departments, it has, in respect of certain subjects, the same functions as the other administrative departments of the Secretariat. In respect of other subjects, however, its function is that of reference over the whole range of Government activity. This involves giving legal advice to the Government and Heads of Departments and rendering technical assistance in all legal matters, including the direction of litigation and the drafting of legislation, both principal and subordinate.

Among the subjects assigned to the Department in respect of which it functions in the same manner as the other administrative departments of the Secretariat are the following :—the administration of justice; constitution and organisation of all courts except the Supreme Court and the High Court; jurisdiction of all courts except the Supreme Court; appointment, remuneration, etc. of all Law Officers of Government ; criminal law and procedure; civil procedure; evidence and oaths; marriage and divorce (except registration of marriages); infants and minors; wills, intestacy and succession; trusts and trustees, including administration of the Bombay Public Trusts Act, 1950, but excluding Waqfs; endowments and charities; contracts, arbitration, bankruptcy and insolvency, actionable wrongs; salaries, allowances, powers, privileges and immunities etc. of members of the Legislature of the State, rules of procedure of the Legislature of the State and matters connected with Parliament; and the legal profession and the Notaries Act. Except in respect of the administration of justice and the administration of the Bombay Public Trusts Act, 1950, the Charitable Endowments Act, 1890, and the Societies Registration Act, 1860, which involve administrative functions in relation to the Judicial Department, including the High Court and courts subordinate thereto and the Law Officers of Government, and in relation to the Charity Commissioner and the Registrar of Societies, the main function of the Department in respect of the subjects enumerated above is that of watching the adequacy of the relevant laws to cover the



requirements, since little administrative action is called for on the part of the State Government in respect of these subjects.

#### HOLDINGS

- (1) *Volumes* : (1862 to 1942) 4,692 volumes.\*
- (2) *Files* : (1820 to 1929)-277 files.
- (3) *General Series* : (1960 to 62)-3,523 files (MRR).
- (4) 1941-52 Series : 2,018 volumes (MRR).
- (5) 1953-59 Series : 2,232 volumes (MRR).

#### Reference Tools.—

- (1) *Volume Lists* : (1872 to 1942)-10 lists.
- (2) *File Lists* : (1920 to 1929)-1 list.
- (3) *Inward Registers* : (1865 to 1961) -290 Registers.
- (4) *Outward Registers* : (1886 to 1961)-212 Registers.

### 20. RECONSTRUCTION AND AGRICULTURAL DEPARTMENTS

(Now known as Agriculture and Co-operation Department)

In view of the tremendous increase in the work on account of the post-war reconstruction activities, 'Grow More Food,' etc., the old Revenue Department was bifurcated into Revenue Department and Reconstruction Department early in 1945. The subjects dealt with by the Reconstruction Department were Agriculture, Rural Development, post-war reconstruction, 'Grow More Food,' etc.

In 1947 the work of post-war reconstruction increased and the Government decided to have a separate Department for problems connected with that subject. The Reconstruction Department was bifurcated into Reconstruction Department and Agriculture and Rural Development Department.

In 1949 Forest was transferred from the Revenue Department to Agriculture and Rural Development Department in pursuance of the recommendations of the Administrative Enquiry Committee. After the transfer was effected, the nomenclature of Agriculture and Rural Development Department was changed to Agriculture and Forest Department. This Department dealt with agricultural education and research, animal husbandry, rural development, etc.

At present the subject of Co-operation is added to Agriculture Department and the Department is now known as Agriculture and Co-operation Department.

\*Under 'Legal Department', there are different Series of volumes, e.g. Remembrancer of Legal Affairs (R.L.A.), 'Suit' volumes (Districtwise), Solicitor to Government (Departmentwise), Reforms, etc.

The subjects allotted to the Department are implicit in its designation. Agriculture includes agricultural extension, agricultural engineering, agricultural statistics, agricultural research and agricultural education, except that in primary and secondary schools, which are looked after by the Education and Social Welfare Department. Land improvement by mechanical cultivation and soil conservation, lift irrigation, well irrigation and boring form part of agricultural work. Manures and fertilisers as means of agricultural production are ancillary items under the same head. Under Co-operation come the development and control of the co-operative movement, relief of agricultural indebtedness, control over the marketing of agricultural produce and provision of warehousing facilities for agricultural products. The Department, however, deals with some other subjects also, viz., Animal Husbandry, Dairy Development, Fisheries, Khar Lands and control over distribution of iron, steel and cement. Animal Husbandry includes livestock improvement, veterinary science, veterinary education and prevention of animal diseases. All milk schemes, urban as well as mofussil, are under the control of this Department. As regards Khar Lands, there is a vast area of such lands in the coastal districts of Maharashtra. As a result of the ingress of salt water, these lands have been rendered unfit for cultivation. The extent of such lands in Kolaba, Thane and Ratnagiri districts is about 40,000 hectares. The work of reclaiming and developing Khar Lands is entrusted to a Board constituted under the Bombay Khar Lands Act, 1948. This Board functions within the Department.

#### HOLDINGS

##### (A) Reconstruction Department.—

- (1) *Files*—Post-War Reconstruction : 25 files.
- (2) *File*—Financial Assistance (Payment of Central Grants)—1 file.
- (3) *Files*—Pune, Satara, Sholapur East Khandesh, West Khandesh.—5 files.
- (4) *File*—Capital Goods (1947 to 1951)—1 file.
- (5) Miscellaneous Subjects—26 files.

##### (B) Agriculture and Co-operation Department.—

- (1) General Series: 2,973 files (MRR).
- (2) Trilateral Series: 8,256 files (MRR).

## 21. FAMINE DEPARTMENT

Proceedings connected with the famine of 1876-77 in the Bombay Presidency formed most of the proceedings of the Public Works Department. A temporary Famine Branch was attached to Revenue Department between 1896 and 1903, on account of famine during that period. A bulk of records relating to famine of both these periods is kept separately under the heading '*Famine Department*'.

Records pertaining to '*Famine Department*' contain accounts of famine charges, advances to Famine Department to meet contingent charges, grant of permanent advances to collectors and other officers on famine duty, appointments in connection with scarcity, orders regarding arms and ammunition, census returns of Bhils and Kolis, payment of compensation for loss of crops on certain lands taken up for famine relief operations, causes and rate of high mortality in the affected Districts, establishment required in connection with famine work, programmes of famine relief works, reports of famine in Native States, grant of grain compensation to low paid Government Servants, storage of grass for possible use in years of drought, collection, suspension and remission of land revenue, acquisition of lands for relief works, loans granted to adopt measures of relief, etc.

### HOLDINGS

- (1) *Volumes* : (1876 to 1902)—1,845 volumes.

### Reference Tools—

- (1) *Volume Lists* : (1876 to 1902):—615 volumes.
- (2) *Inward Registers* : (1892 to 1919):—26 registers.
- (3) *Outward Registers* : (1897 to 1919):—18 registers.

## 22. GENERAL DEPARTMENT

### (PLAGUE BRANCH)

This was formed temporarily between 1897 and 1910, on account of plague. Proceedings relating to plague after 1910, formed part of the proceedings of the General Department. Records of this Department relate to progress reports and mortality returns of bubonic plague, medical inspection of persons coming into Bombay by sea, rail or road, medical inspection at railway stations for bubonic plague, suggestions, reports from the plague commissioners, question whether vaccination

confers immunity against plague and other germ diseases, rules governing inspection of persons arriving by sea at Ports other than Bombay, measures for preventing introduction of plague into coast ports by native craft, orders issued by the District Magistrates under the Epidemic Diseases Act, requisition for disinfectants and disinfecting apparatuses, despatch of lime juice from London to be utilized in India for the relief of sufferers from the plague.

### HOLDINGS

- (1) *Volumes* : (1897 to 1903)—1,560 volumes.
- (2) *Compilations* : (1904 to 1910)—756 volumes.

### Reference Tools—

- (1) *Compilation List* : (1904 to 1910)—1 list.

## 23. INDO-EUROPEAN TELEGRAPH DEPARTMENT

The Reverend Mr. Badger, who was attached to the Muskat-Zanzibar Commission, submitted to the Government of Bombay, in his letter of 17th December 1860, a scheme for establishing telegraphic communication between India and England. This scheme was first considered in the Political Department in the years 1861 and 1862. In 1863 the subject was transferred to the Military Department, and the Branch got the denomination "*Indo-European Telegraph Department*." Under the orders contained in Despatch No. 20 (Telegraphs), dated 3rd August 1871, from the Secretary of State, printed in the preamble of Government Resolution No. 233, dated 16th October 1871, Indo-European Telegraph Department, the control of the Indo-European Telegraph Department was transferred from the Bombay Government to the Government of India.

The Records of this Department are available in the form of Duplicate letters from and to the Secretary of State for India and Abstracts of Proceedings. No volumes or compilations are extant.

One volume of letters from the Court of Directors for the period from 1856 to 1859, under the heading '*Electric Telegraph Department*' is available in Bombay Archives.

### HOLDINGS

#### (A) Indo European and Telegraph Department :

- (1) *Duplicate Letters from the Secretary of State for India* : (1862 to 1866)—3 volumes.

(2) *Duplicate Letters to the Secretary of State for India* : (1863 to 1872) 5 volumes.

(3) *Abstracts of Proceedings* : (1864 to 1872) 9 volumes.

**(B) Electric Telegraph Department :**

(1) *Letters from the Court of Directors* (1856 to 1859)—1 volume.

**24. MIXED RECORDS**

Very often, some of the subjects are transferred from one Department to another. The subjects are transferred along with the previous files and other records. These records, when they are sent to Archives, bear nomenclatures of TWO Departments. Some of these records are as follows :

(1) *Revenue (Political) Department* : (Original 'Political' Department)—3 files (1916), Subject : Deccan Saranjams.

(2) *Revenue (Judicial) Department* : (Original 'Judicial' Department)—1 compilation (1913).

(3) *Political (Revenue) Department* : (Original 'Political' Department).  
—File No. 295 (1914), Subject : Sind Boundaries.  
—File No. 297 (1914), Subject : Famines in Native States.

(4) *Revenue (Finance) Department*—(Original 'Finance' Department).  
—25 files (1926 to 1928).

(5) *Revenue (Development) Department*—(Original 'Revenue' Department)  
—50 files (1912 to 1919).

(6) *Development (Political and Reforms) Department* : (Original 'Political and Reforms' Department)—(1929 to 1946)

(i) General Series : 31 files.

(ii) 'P' Series : 25 files.

(iii) 'W' Series : 6 files.

(7) *Revenue (Development) Department* (Original 'Development' Department)—

(i) 'B' Series : (1921 to 1924)—145 Files.

(ii) 'S' Series : (1921 to 1927)—750 Files.

(iii) 1,800 Files : (1917 to 1930).

(iv) M. L. S. (Military Lands Scheme) Files : (1922 to 1924)—40 files.

(8) *Agriculture and Rural Development Department* : File No. L. A. 57 (1947).

**CHAPTER VII**

**MISCELLANEOUS RECORDS**

The Records which are not covered under (a) Factory and Residency Records, and (b) Secretariat (Departmental) Records can be considered as 'Miscellaneous Records'. These records consist of the proceedings of many interesting old bodies and institutions, Political Missions, Committees appointed for administrative matters, records of subordinate offices and a few miscellaneous registers and returns. These records are as follows :

(1) *Grain Scarcity (in Bombay, 1803-1806)*.—These contain proceedings of Government relating to the above subject, filed separately from the Departmental proceedings.

*Diaries* : 6 volumes (Nos. 317 to 322), September 1803 to June 1806.

(2) *Governor's Tours*.—(i) *Surat Tour of the Governor J. Duncan*.

*Diary* : 1 volume (No. 17), 1800.

This contains the Governor's proceedings in his negotiations with the Nawab of Surat.

(ii) *Guzerat Tour of the Governor J. Duncan*.—*Diaries* : 4 volumes (Nos. 311 to 314), 1802.

These contain the Governor's proceedings during his residence at Surat and Cambay.

(iii) *Guzerat Tour of the Governor J. Duncan*.—(a) *Diaries* : 3 volumes (Nos. 315, 316 and 316A), 1820-21.

(b) *Minute Book* : 1 volume (No. 21), 1820-21.

These contain the proceedings of the Governor in his tour to the Northward into Cutch, and through Guzerat into Mahi Kanta. No. 316A is an index to volumes 315 and 316.

(3) *Governor's Private Secretary's Records*.—*Consultations* : 12 volumes (Nos. 331 to 342), 1796 to 1816.

These contain copies of letters to and from the Governor, of the Governor's Minutes, and generally of such papers as the Governor wished to have copies of.

(4) *Surveys*.—Records and Registers of the Revenue and Topographical Surveys in Bombay, Guzerat, Dharwar, etc.

20 volumes (Nos. 1 to 20), 1793 to 1829.

(5) Returns and Statements.—(i) *Statements of Military Establishments* : 32 volumes (Nos. 1 to 32), 1794 to 1859.

There are no volumes for 1796-1801, 1804, 1805, 1812, 1813, 1815 and 1817-1820.

(ii) *Statements of Establishments, Civil and Marine* : 64 volumes. (Nos. 1 to 64), 1799 to 1860.

There are no volumes for 1796-1801, 1804, 1805, 1812, 1813, 1815 and 1817-1820.

(iii) *Imports and Exports* : 3 volumes (Nos. 1 to 3) 1796 to 1808.

These contain statements and reports on imports and exports transmitted from Calcutta for the information of the Bombay Government. There is a gap for the years from 1800 to 1805.

(iv) *External and Internal Commerce* : 20 volumes (Nos. 1 to 26), 1802 to end of 1827.

These volumes are exclusive of the East India Company's investments. They contain general abstract statements of the value of merchandize prices, current rates or freight, etc.

No. 7 of 1806-07, a duplicate of No. 6 was sent to the Secretary of State in 1906.

No. 17 of 1817-18 is not forthcoming.

(v) *External Commerce* : 1 volume (Nos. 1 to 10) 1815 to 1823.

(vi) *List of Balances due to and by the East India Company standing on the Military General Books* : 3 volumes (Nos. 1/1834-36 to 3/1841-49).

(vii) *Statements of Allowances and Establishments in Civil Department in Sindh under the Presidency of Bombay* : 8 volumes (Nos. 1 to 8) 1853-1860.

(viii) *Statements of Naval Establishments of the East India Company at Bombay* : 15 volumes (Nos. 1 to 15) 1765 to 1851.

(6) Foreign Powers.—Extract selections of proceedings connected with Foreign Powers (e.g., the Peshwas, the Angres, the Gaikwads, etc.) and copies of treaties.

58 volumes (Nos. 1 to 53) and Nos. 1, 44, 47 and 50 being double and No. 19 triple.

Nos. 5, 8, 9, 24, 32, 40, 42 and 51 have been sent to Malabar.

No. 16 is an incomplete copy of No. 14.

No. 19 is merely a duplicate of No. 18.

No. 19-A is a detailed narrative of various affairs concerning the *Samsathan* of Kadi. The narrative is by Malhar Rao Gaikwad, but in parallel columns are observations by Colonel Walker, the Resident at Baroda.

No. 19-B is a duplicate of No. 19A.

No. 44 contains besides the translation of an extract of a Persian manuscript, regarding the original of the tribes of Hindus, etc., a paper on Berar affairs by Mr. Colebrook, a paper on the Southern Maratha Sardars by Sir John Malcolm, a translation of a Marathi manuscript history of Balaji Baji Rao and his successors, an account of Shahaji and Shivaji, and other papers (published in Forrest's *Maratha Series*, Vol. I, Part I).

No. 53 is a duplicate of No. 52 and contains more matter, having an appendix, which is wanting in No. 52.

(7) Selections.—This is a large collection of volumes upon a great variety of subjects. Some of the volumes are compilations, i.e., the original papers of subjects brought before Government. These are miscellaneous papers or collection of papers on particular subjects compiled from time to time for reference. So far as can be ascertained all their contents appear also in the *Diaries* or other regular records.

The number of volumes is 184. (Nos. 14 to 21 transferred to Malabar).

No. 33-A is a duplicate of No. 33 (Mr. Elphinstone's Report on the Deccan) with its appendix. No. 38 is a duplicate of No. 37 (Mr. Duncan's minute on the revision and reduction of Civil Establishments with the Court's Resolution on it). No. 54-A is a duplicate of No. 54 (Mr. Warden's Report on the land tenures of Bombay). No. 61 contains all the papers on the subject from the beginning, viz., the complaint which led to the Commission for the investigation of charges preferred by Zamorin Raja, against Messrs. Stevens, Senior, and Agnew at Malabar; the Report of the Commissioners; and the Minutes of Government on the report. From this volume Nos. 52 and 53 of "Foreign Powers" are extracts. No. 52 contains the report without its appendix, and No. 53 contains the report with the appendix. The other subjects are: Grain scarcity in Bombay (No. 48), Houses in Bombay Town (No. 51), List of Villages in Bombay Presidency (No. 58), Police Establishments (No. 78), Riots at Surat (No. 8), aggressions committed by the subjects of the Sawantwadi State (No. 90), list of Suits filed (1819-1821) in the Konkan

Districts (No. 100), Reports relating to the Revenue Settlement (1818-31) in the Northern Konkan (No. 160), etc. Detailed manuscript list of these 'Selections' is available.

(8) **Selected Compilations.**—In the same pattern as above 'Selections' these are also collection of papers on particular subjects compiled from time to time for reference. The number of these Compilations is 184. A detailed index of them is available.

(9) **Mr. Warden's Selections.**—This is a series of selections called "Schedules compiled by Mr. Warden," chiefly from the diaries of the Secret and Political Departments. These were made available to Grant Duff, for writing his '*History of the Mahrattas*.' These are in all 19 Volumes (Nos. 1 to 19) covering the period from 1754 to 1821. (No. 19 was missing, while compiling this Handbook.)

(10) **Poona Embassy.**—3 volumes (Nos. 172 to 174)—1759 to 1779.

No. 172 contains first the proceedings of Mr. Price in 1759, and then the proceedings of Mr. Mostyn in 1767-68. No. 173 contains the proceedings of Mr. Mostyn in his embassy in 1772-73. No. 174 contains a continuation of the diary of Mr. Mostyn up to February 1774 and also a diary of the proceedings of a Committee appointed to accompany Raghunath Rao to Poona (December 1778 and January 1779). These Records have been published by G. W. Forrest in his *Selections from State Papers : Maratha Series*.

(11) **Persian Gulf Mission.**—These volumes contain the proceedings of Mr. Garden, who was commissioned to compromise the differences in the Persian Gulf between the Persian and English Governments. The contents of No. 283 are repeated in No. 284, and much more is added.

2 volumes (Nos. 283 and 284)—1775 and 1776.

(12) **Malet's Diary of Travel to Calcutta.**—This is a Diary of C. W. Malet's journey from Bombay to Calcutta. He was sent to the Governor General to receive instructions prior to his appointment as Resident at Poona, and called at Mahadji Shinde's camp on his way. The volume is described by Major Candy as curious and interesting, and the same has been published by G. W. Forrest in his *Selections, Maratha Series*, Vol. I, Part III.

1 volume (No. 287) 1785 and 1786.

(13) **Baghdad Mission.**—*Diaries* : 8 volumes (Nos. 300 to 307) 1801 to 1807.

These volumes contain the proceedings of the Resident at Baghdad (Sir Harford Jones); some of the correspondence is in French.

(14) **Goa Envoy.**—*Diaries* : 8 volumes (Nos. 603 to 610) 1803 to 1816.

Only a small portion of the contents of these volumes is directly connected with the proceedings of the Envoy sent to Goa to act against the French. No. 603 contains letters to and from the Envoy. No. 605 contains manuscript of military orders, few of which have any connection with the Envoy to Goa. Many of them are orders by Major General Wellesley, and are from Poona and elsewhere. Nos. 606 and 608 are printed General Orders of the Commander-in-Chief at Madras. They were probably received by some regiment or department at Goa, and so preserved with other records. No. 607 is a manuscript book of General and other Orders, few of them connected with Goa. No. 609 is a manuscript book of Garrison and other Orders. No. 610 contains some military correspondence connected with Cabo and Agoada (belonging to Goa), and a mass of muster and pay rolls, abstracts, weekly reports, register of letters, etc.

(15) **Arabia and Mokha Mission.**—This volume contains the proceedings of Captain Sadlier, deputed by the Supreme Government to Ibrahim Pacha, and subsequently those of Captain, Bruce, Agent at Mokha. There are also remarks on the route across Arabian Gulf to the Red Sea.

*Diary* : 1 volume (No. 323) 1819 to 1821.

(16) **Powder House Committee.**—These volumes contain the proceedings of the Committee in charge of the Powder Works in Bombay.

*Diaries* : 2 volumes (Nos. 175 and 176) 1760 to 1771.

There are no diaries for 1764, 1768 and 1769.

No. 176 contains the diary of 1767 in duplicate.

(17) **Select Committee's Minute Book.**—The contents of this volume are given more fully in Nos. 2 and 3 of the Secret and Political Department Minute Books.

1 volume (No. 8) 1775 to 1780.

(18) **Accounts Committee.**—The constitution of this Committee was ordered by the Honorable Court of Directors. The Governor was always to be a member.

1 volume (No. 181) 1784 and 1785.

(19) **Army Arrears Committee.**—The Proceedings of Government on this Committee's Report may be seen in the Military Department Minute Book for 1787 to 1789 (No. 11).

*Minute Book.*— 1 volume (No. 13) 1786 and 1787.

(20) **Hospital Board.**—Proceedings of the Hospital Board during 1787-89.

*Diary.*—1 volume (No. 289) 1787 to 1789.

(21) **Buildings Committee.**—This Committee was appointed to superintend the buildings within the Town Walls and to prevent encroachments.

*Diaries* : 4 volumes (Nos. 177 to 180) 1787 to 1807.

*Outward Book* : (No. 38), 1799 to 1813.

*Minute Book* : (No. 19), 1807 to 1813.

(22) **Civil and Medical Establishments Reduction Committee.**—

*Diary* : 1 volume (No. 182) 1798.

*Minute Book* : 1 volume (No. 15) 1798.

(23) **Board of Health.**—*Minute Book* : 1 volume (No. 16) 1800-01.

(24) **Town Repairs Committee.**—This committee was appointed to report on the best means of repairing the destruction caused by the fire of 17th February 1803.

*Diaries* : 4 volumes (Nos. 183 to 186) 1803 to 1806.

*Outward Book* : 1 volume (No. 70) 1803 to 1807.

*Minute Book* : 1 volume (No. 18) 1803 to 1807.

(25) **Invalids' Embarkation Committee.**—This volume contains a diary of proceedings in 1808, and a register of Embarkation certificates from 1820 to 1832.

*Diary* : 1 volume (No. 456) 1808, 1820-1832.

(26) **Regulations Revision Committee.**—

*Diaries* : 3 volume (Nos. 597-98 to 600) 1812 to 1823.

*Outward Book* : 1 volumes (No. 73) 1820 to 1825.

*Inward Book* : 1 volume (No. 161) 1820 to 1822.

The proceedings of the Committee occupy only a small portion of *Diaries* No. 597-98. There is a large mass of matter attached, the connection of a good part of which with the Committee is not apparent. No. 599 is a volume of selected decisions of the 'Sudder Dewanee Adawlut' (Calcutta), turning chiefly on points of Hindu and Mahomedan Law. No. 600 contains observations on the Civil and Criminal Jurisprudence of the Marathas, with questions on various points by Mr. Elphinstone, Commissioner of the Deccan, and answers by Messrs. Grant, Briggs and Pottinger. The volume is described by Major Candy as an interesting one.

(27) **Customs Revision Committee.**—This committee was appointed to revise the customs Regulations of the Presidency.

*Diaries* : 6 volumes (Nos. 187 to 191 and 191-A), 1817 to 1825, volume 191-A is an index.

*Outward Book* : 1 volume (No. 72), 1817 to 1821.

*Minute Book* : 1 volume (No. 20), 1817 to 1821.

(28) **Establishment Revision Committee.**—

*Outward Book.*— 1 volume (No. 74), 1823.

*Minute Book.*— 1 volume (No. 23), 1821 to 1824.

The so-called Outward Book contains inward letters also.

(29) **Records in Portuguese.**—6 volumes (Nos. 1 to 6) 1717 to 1741. No. 1 (1717 to 1723) contains original letters in Portuguese, and translations into languages of letters addressed to Rajhas, Chiefs and other persons. No. 2 (1729-1741) is of the same character. No. 3 (1722-1741) contains letters to and from the authorities at Goa and Bombay, and other places. No. 4 (1714-1717) contains a register of cases in a Court with the decisions. No. 5 (1722) contains a register of lands and taxes. No. 6 (1819) contains an avocation of judicial proceedings held at Goa regarding a claim against Captain Cameron, Master of a brig.

(30) **Ratnagiri Diaries.**—*Diary of the Collector of Ratnagiri.*— 5 Diaries (Nos. 1/1817 to 5/1820).

(31) **Bombay Court of Oyer and Terminer.**—

*Diary* : 1 volume (No. 119) 1743 to 1745.

This volume contains a register of the proceedings at the Session held by the Board of Council.

(32) **Bombay Theatre.**—This was an amateur institution, entirely unofficial. The books were presumably sent to the Record Office by some private person or persons.

*Diaries*, 2 volumes (Nos. 601 to 602) 1816 to 1830.

(33) **Longford Records.**—These are regarding abolition of Transit Duties: 15 volumes (Nos. 2 to 16), 1836-37 to 1839. No. 1 is missing.

(34) **Indian Navy (Marine Superintendent).**—

*Diaries* : *Inward* and *Outward* letter Books, etc.,—186 volumes (1735 to 1837).

(35) **Marine Board.**—

*Diaries* : 114 volume (1772 to 1816).

(36) **Military Auditor General.**—64 volumes (1795 to 1849).



**(37) Military Board.—**

*Diaries* : 87 volumes (Nos. 437 to 529) 1780 to 1820.

**(38) Revenue Judge and Senior Magistrate of Police :—**

*Inward Letter Book.*— 1 volume (No. 105), 1812 to 1814.

*Outward Letter Book.*— 1 volume (No. 71) 1812 to 1814.

**(39) Bombay Marine Annual Statements.**—Annual Statements of all the Naval Establishment of the East India Company at Bombay showing also all payments made in the Marine Department.

4 volumes (Nos. 16 to 19), 1852 to 1855.

**(40) Esplanade Committee.**—Minutes of the Proceedings of the Committee for paying the Esplanade Claimants.

1 volume (1820).

**(41) Revenue Survey Records.**—44 volumes (No. 1 to 44) 1814 to 1830.

**(42) Political Department Weekly Diaries.**—Weekly Diaries of Agent for Sardars in the Deccan, Political Agent in Rewa Kantha, Kathiawad, Collector of Satara, Political Agent in the Southern Maratha Country, etc.

31 Diaries (Nos. 1 to 31), 1820 to 1859.

**(43) Dharwar Collector's Diary.**—The Dharwar Collector's *Diary* is worth consulting as regards the settlement of the districts of the Southern Maratha Country, as the Bombay Government was not regularly supplied with copies of the reports submitted by the local officers. The latter were submitted direct to the Government of India, which was conducting the military operations and subsequent settlement. Consequently the Dharwar Collector's and the Poona Resident's records supplement the Secretariat Records proper on this subject.

1 volume (No. 804) 1818 and 1819.

**(44) Oriental Translator to Government.**—53 volumes (Nos. 1 to 53), (1812 to 1916), 5 Outward Registers, 1908 to 1918, 4 Inward Registers, 1902 to 1914.

**(45) Inspector General of Prisons, Poona.**—28 files (1928 to 1943).

This is a recent acquisition in the Bombay Archives.

**(46) Collector of Nasik District.**—294 files.

The files deal with the correspondence on miscellaneous subjects, e. g. territorial exchanges, final adjustment of accounts with the Maharaja Holkar, Rajabahadur Estate of Malegaon, revenue and administrative

reports of Peint State, *inams* of Sardar Vinchurkar family, *Jagir* villages of native Sardars, etc. Besides these files, 338 maps also have been received from the Collector's office.

**(47) Tahasildar, Nasik.**—1326 files (7 *Rumals*)

These files deal with the correspondence regarding various *jagirdars* in Nasik *Tahsil*, and cover the period 1837-1949.

**(48) Silver Jubilee Committee Files.**—<sup>142</sup>200 Approx. These files <sup>1935</sup>pertain to the celebration of 25th anniversary of the Emperor George V's accession to the throne and as such relate to Silver Jubilee Fund, list of newspapers who gave free publication to the subscription lists, rules for the Silver Jubilee Celebrations Committee for the purpose of public celebration in Bombay city, distribution of sweets to school children, list of subscriptions and donations received from the members, list of members of the Indian Merchants' Chambers, etc.

**(49) Bombay Provincial Banking and Textile Labour Enquiry Committee** These files about <sup>142</sup>400 relate to appointment of Textile Labour Inquiry Committee, their staff and allowances, Maternity Benefit Act and its working, visits to Mills, Factories and Institutions, evidences of workers, schemes of Standardization of wages, representations made on Interim Report, wages in the cotton textile industry, etc.

**(50) Stage Performance Scrutiny Board.**—Under the Bombay Police Act, 1951 control is exercised over performances for public amusement, including musical concerts, mimetic or theatrical shows, *melas* and *tamashas*. One of the measures of control is prior scrutiny of the scripts for such performances by a Board appointed by the State Government and called the Stage Performances Scrutiny Board. All scripts of performances proposed to be staged have to be submitted to this Board and no performance can be staged of which the script is not passed by the Board. The Board has transferred 8,759 files of correspondence regarding scrutiny of various scripts and 7,065 printed and manuscript books of dramas, etc. scrutinised by them. They are in Marathi, Hindi, English, Malayalam, Kannad, Bengali, Urdu, etc. The records relate to the period between 1955 and 1972. The Lists are available. Further records are being acquired.

**(51) Janjira Diwan Records.**—757 files (bound volumes). These records were transferred from the office of the Mahalkari, Murud to Bombay Archives in 1951. The records originally belonged to the office of the Diwan to Janjira State. They consist of files of cases which came

to the Diwan for remarks or decision. They are from 1870 and relate to all subjects of administration—land revenue, survey, forest, excise, education, coinage, post and telegraph, coastal shipping and civil and criminal justice. The Lists are being prepared.

**(52) Raj Bhavan Records.**—This is a collection of 53 Files acquired from Raj Bhavan, Bombay and it contains correspondence of the British Governors of Bombay. The subjects are of miscellaneous nature, viz. Deccan Sardars, Shivaji Memorial, attempt on the life of Sir Earnest Hotson, visit to India by the Duke of Connaught, Prince of Wales, Coronation Darbar Medals, etc.

**(53) Controller of Hostile Trading Concerns and Custodian of Enemy Property, Bombay.**—About 800 files (1915 to 1928).

**(54) Director of Civil Supplies.**—50 files (1918 to 1921).

**(55) Collection of Papers received from the India Office.**—18 volumes (typed), 1660 to 1698. When Campbell was put on the work of compiling *Gazetteers*, he obtained from England typed copies of correspondence that passed between the Court of Directors and the authorities at Bombay during 1660-1698. These papers were wanting in the Records of the Bombay Government. The papers were subsequently bound in 18 volumes and are kept in Bombay Archives.

**(56) Chanda Records.**—These are 27 *Rumals* regarding Criminal Records of 1856-57 and old registers of *Devasthans* and monuments in Chanda District, acquired from the Collector's Office, Chanda.

**(57) Dakshina Prize Committee and Director of Public Instructions.**—Three bundles containing records of the Dakshina Prize Committee which were left by the Director of Public Instructions office in the Secondary Teachers' Training College, Poona, have been acquired by the Directorate of Archives in 1964, for preservation and making them available to research scholars. These records, covering the period from 1851 to 1868 and which have been now bound in 5 volumes, contain good reports on the literary works in Marathi written by 'Natives' of India. Some of them are found rewarded and a few rejected. It is found that the works received are reviewed by the Secretary, Dakshina Prize Committee. (Some of these 'literary reviews' have been published in *Maharashtra Archives Bulletin* No. 7, pp. 29-48)

**(58) High Court Records.**—(i) Mayor's Court and Recorder's Court : 262 Registers (1726 to 1824).

(ii) Supreme Court : 145 Registers (1824 to 1859).

(iii) Equity Records of the Office of the Master and Register in Equity and Commissioner for taking accounts, High Court, Bombay 350 Bundles (1728 to 1836)

(iv) Criminal Court : 69 Registers (1788 to 1847).

The above records have been acquired from the High Court, Bombay. They are to be scrutinized and listing or cataloguing is to be done.

## CHAPTER VIII

### THE RECORDS OF THE HISTORICAL FAMILIES AND PRIVATE PAPERS

The State of Maharashtra is rich in archival material. The ancestors of a number of old families in Maharashtra played an important role in the history of Maharashtra. Many historical families have in their possession voluminous record depicting the valour of their ancestors. Family legends imperial and royal deeds, public and private correspondence, and state papers in possession of the descendants of men once high in authority, law suits and law decisions, account papers and manuscripts of every description in Persian and Modi bring to light unknown events in the history of a country. During last fifteen years, efforts have been made by the Directorate of Archives to search and collect such private records in possession of old families. These records are preserved for posterity. They are indexed or catalogued and made available for research to scholars and students. The important documents among them are published, and information of these documents is sent to the National Archives of India, New Delhi, for inclusion in the 'National Register of Private Records'.

The details of the private records in Bombay Archives are as follows:—

(1) **The Sangli Daftar : (324 Rumals)\*.**—This record belonged to the Patvardhans of Sangli. Chintamanrao Patvardhan was the only one of the Peshwa's feudatories, who, after the defeat of Baji Rao II and the annexation of his territories, refused to serve the British Government or to accept the liberal terms offered to other Jagirdars. The papers tell how the treaty between the East India Company and the Patvardhans of Miraj, Sangli, Tasgaon and Kurundwad was concluded and the story of the Patvardhan's constitutional struggle with the British.

Most of the papers cover the period from 1800 to 1850. Relations between the E. I. Company's Officers and the Chiefs of Sangli, closure of Sangli Mint, ceremony to offer a sword in honour of Chintamanrao by the Board of Directors, Chintamanrao's visit to Bombay, arrangement to arrest the offenders who took shelter in the Sangli territory, succession arrangement of Chintamanrao's minor son are some of the subjects

\*The family records (private papers) are kept wrapped in cloth and each bundle thus wrapped in cloth, is called 'Rumal'. Each rumal contains 500 to 1000 papers.

found in these papers, which give details regarding the administration of the Sangli State.\*

(2) **The Chandwad Daftar : (208 Rumals).**—These papers belonged to the Holkar family's *jagir* at Chandwad in Nasik District. The Holkar's of Indore had received *sardeshmukhi* rights of nine villages in Chandwad *Pargana* from the Peshwas. The revenue receipts of these villages were Rs. 30,820 in 1818 and Rs. 27,369 in 1852. Besides the above, the Holkar's were enjoying *deshmukhi* and *patilki* rights of certain other villages from Chandwad *Pargana*. Moreover, the Holkars had different rights in 371 villages in the Deccan. The papers in this collection deal with the accounts in connection with Holkars' rights in these villages and cover the period between 1800 and 1900.†

(3) **The Raje Mane (Mhaswad) Daftar : (18 Rumals).**—The ancestors of the Mane family of Mhaswad (Man Taluka, Satara District) served the rulers of Bidar and Bijapur. After the decline of the Adilshahi of Bijapur, they joined the Mughals and were rewarded with the *deshmukhi*, of Mhaswad, Dahigaon, Akluj, Bhalawni, Kasegaon, Brahmapuri, Sangole, Atpade, Nazare and Belapur. During Aurangzeb's Deccan campaign, Nagoji Mane joined the Marathas in honour of Rajaram's appeal (1690-91). He received a *watan* of 12 *Mahals* including Mhaswad from the Maratha Chhatrapatis.

The Mane family's papers consist of 95 Persian documents dealing with *sanads* given by the Adilshahi and the Mughal kings. The other papers are in Modi script, about 30 of which belong to Rajaram's and Shahu's period. Some forty-one papers from this collection (Modi and Persian) have been published in the Department's publication, *Records of the Shivaji Period*, in 1974.

(4) **The Dhulap Daftar : (42 documents).**—This small collection was obtained from Shri Rudrajirao Dhulap, the present descendant of Anand-rao Dhulap, the famous Naval Chief of the Marathas, whose headquarters was at Vijaydurg (Ratnagiri District). The documents are for the period between 1749 and 1806 and contain correspondence, *farmans*, *parwanas*, grant of land, land disputes, etc.

(5) **The Akolkar Daftar : (225 documents).**—The Akolkars were family priests at Nasik of the Bhosles of Satara. In appreciation of their

\* A typed catalogue of the papers in 269 Rumals (2,48,269 documents) is ready.

† A catalogue of the Chandwad Daftar is under preparation.

services to the Chhatrapatis, they received *sanads* conferring upon them the family priesthood at Nasik and certain *inams*. The documents contain original letters addressed to Mukundbhat Akolkar by the Raja of Kolhapur, Jadhavs of Sindkhed, Gaikwads, etc.

(6) **Ahmadnagar Records : (8 *Rumals*).**—These are about 2,500 Modi documents and about 100 Manuscript books belonging to the Kukde and the Deshmukh families of Ahmadnagar.

(7) **The Pant Pratinidhi Daftar : (37 *Rumals*).**—The collection belongs to the Pant Pratinidhis, Chiefs of Aundh State (in Satara District), and includes some Sanskrit and Marathi (Modi) Manuscripts. The correspondence covers the period of 18th-19th centuries.

(8) **The Palshikar Daftar : (about 12,000 papers).**—The Palshikar family of Khandesh rose to prominence about the same time as the Holkars. The former eventually became the hereditary *diwans* of the latter, and received *jagirs* in Khandesh. This family played an important role in the Holkar administration. The records roughly belong to the period from 1780 to 1900 and throw light on the management of the Palshikars' *jagir*. The account papers reveal instances of revenue system prevailing in the villages belonging to the Jagirdar.

(9) **The Mohite Daftar : (7 *Rumals*).**—This *Daftar* belongs to the historical Mohite family of Raigaon (District Satara). The family played an important role during the Adilshahi and Maratha period. They had relations with Shivaji, the Great. However the papers belong to the last quarter of eighteenth and the early part of the nineteenth centuries. They contain genealogical tables of the Mohites, the Shirkes and the Mahadiks. Account papers and other historical correspondence throw considerable light on their political activities.

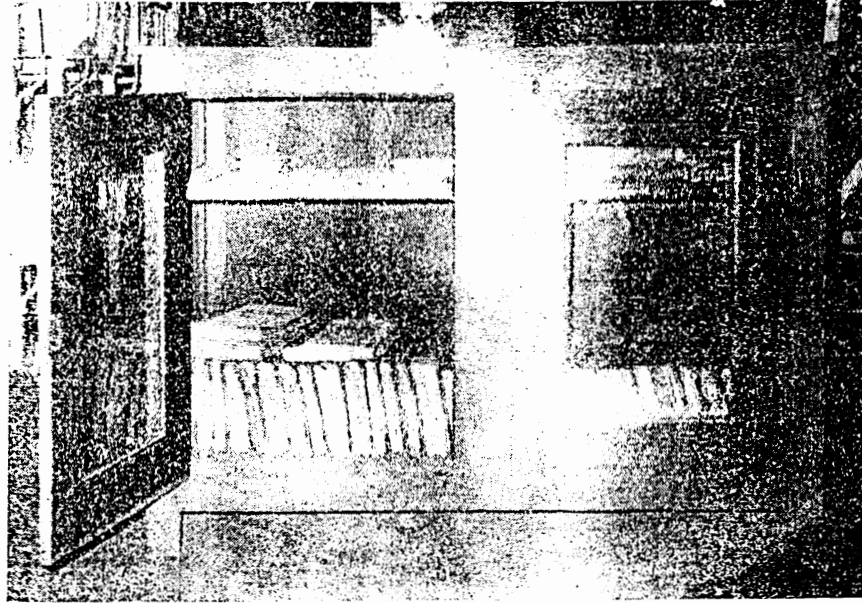
(10) **The Mane (Rahimatpur) Daftar : (1,465 documents).**—The Mane family of Rahimatpur (District Satara) also played an important role in the history of the Marathas during the Peshwas' regime. The documents contain *adnyapatras* of Chhatrapati Shahu, the Peshwas, Mahadji Shinde and Daulatrao Shinde, *mahjars* regarding *patilki inam*, etc. and cover the period from 1700 up to the end of the Peshwas' regime.

(11) **The Shirke Daftar : (25 *Rumals*).**—This collection of about 30,000 documents belongs to the Shirke family of Satara. The papers contain account matters, survey of lands, inspection of canons, correspondence with the Chhatrapatis, the Peshwas and other Maratha Sardars.

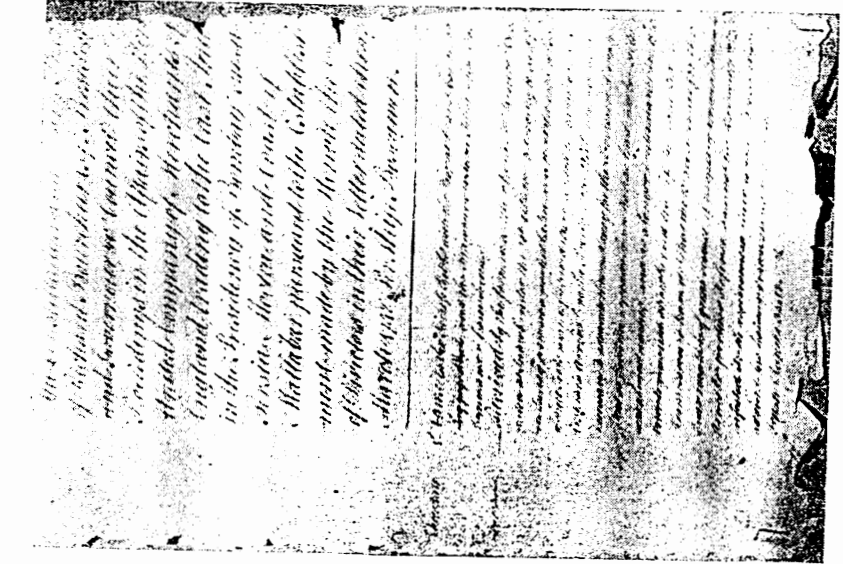


1. Stack area of the Bombay Archives (visited by late Shri Ali Yavar Jung, the Governor of Maharashtra).

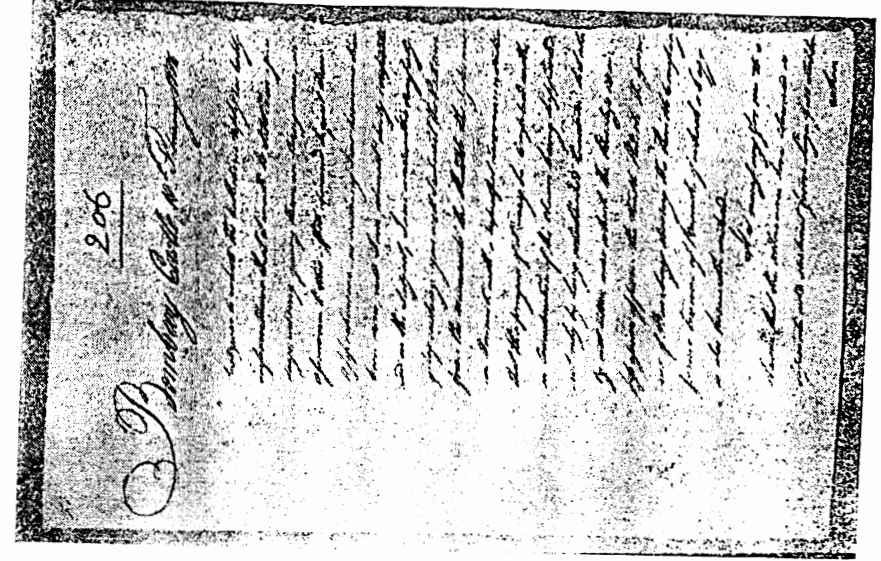
2. Records are dusted by the help of vacuum cleaner.



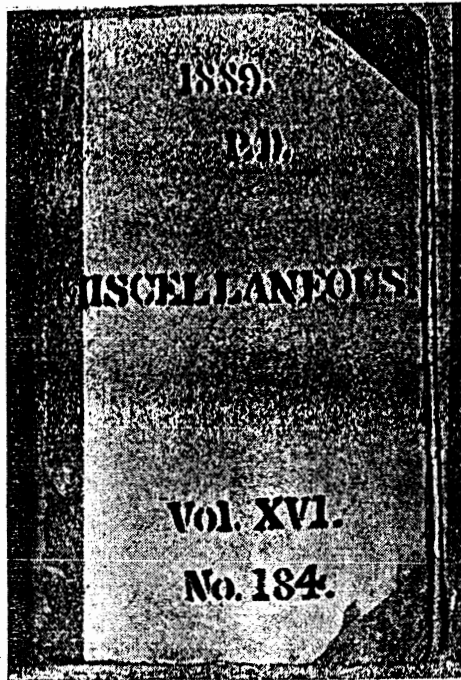
2. Fumigation chamber to eradicate the menace of termite etc.



4. Opening page of Public Department 'Diary' No. 34

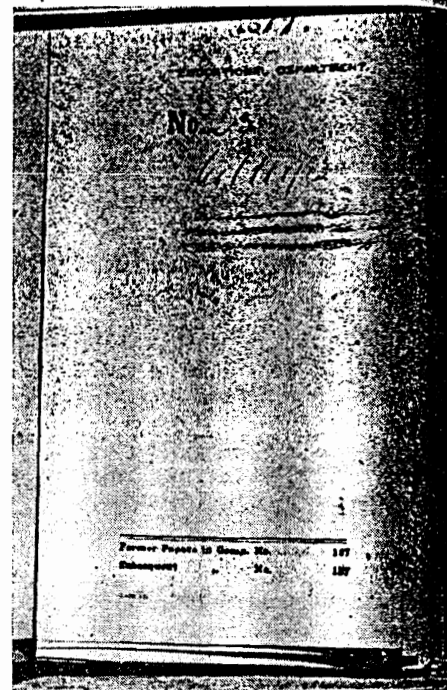




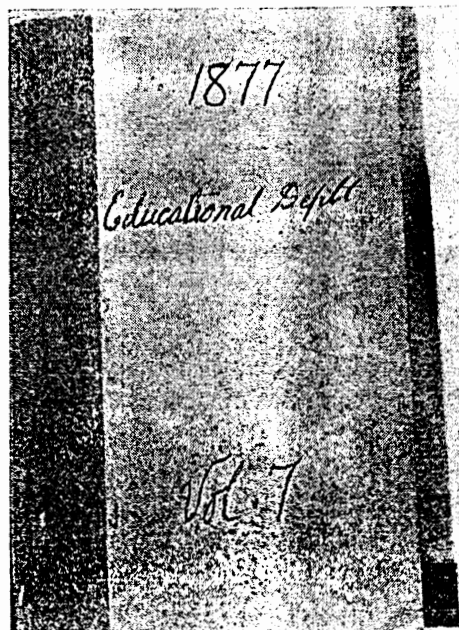


6. Cover page of a Political Department 'Volume'.

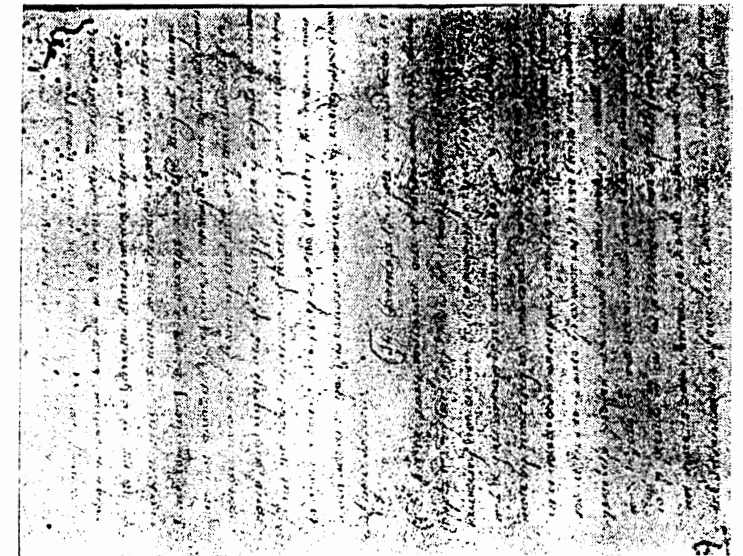
8. Cover page of an Educational Department 'Compilation'.



7. Cover page of an Educational Department 'Volume'.

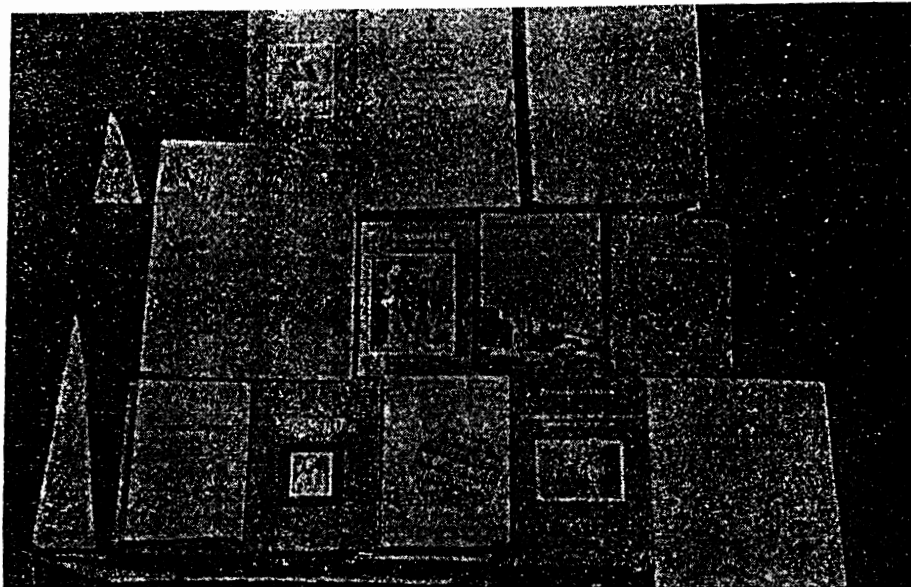


10. A page from 'Bombay Courier'.

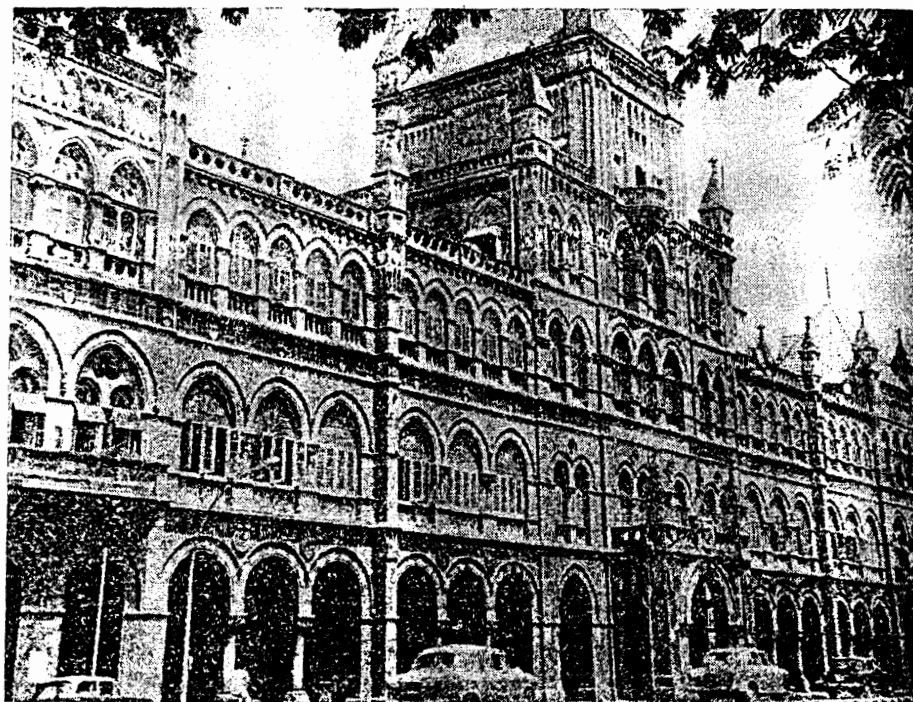


9. A page from Secretariat Outward or Letter Book No. 4.

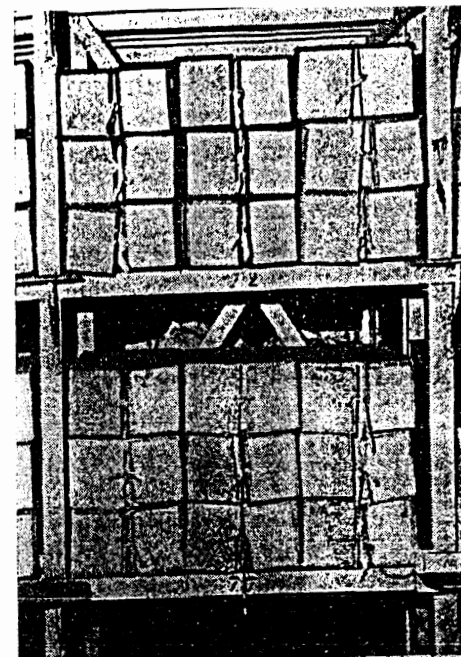




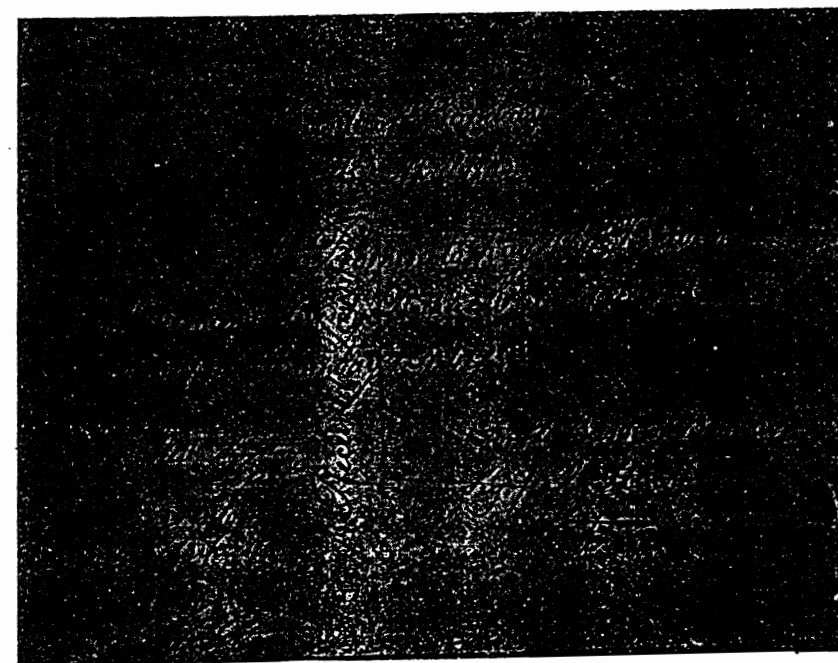
11. Recent publications of the Department of Archives.



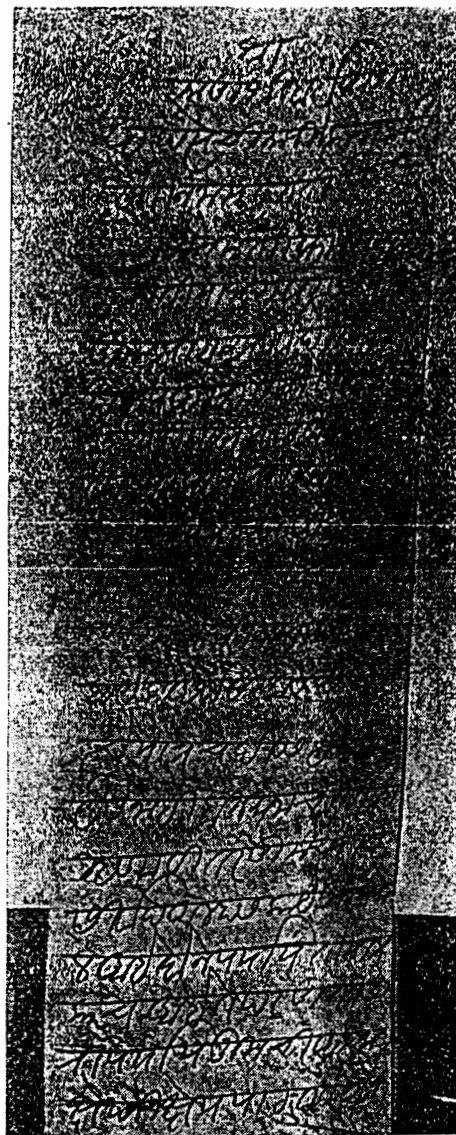
12. Front view of the Elphinstone College Building where the Bombay Records are housed.



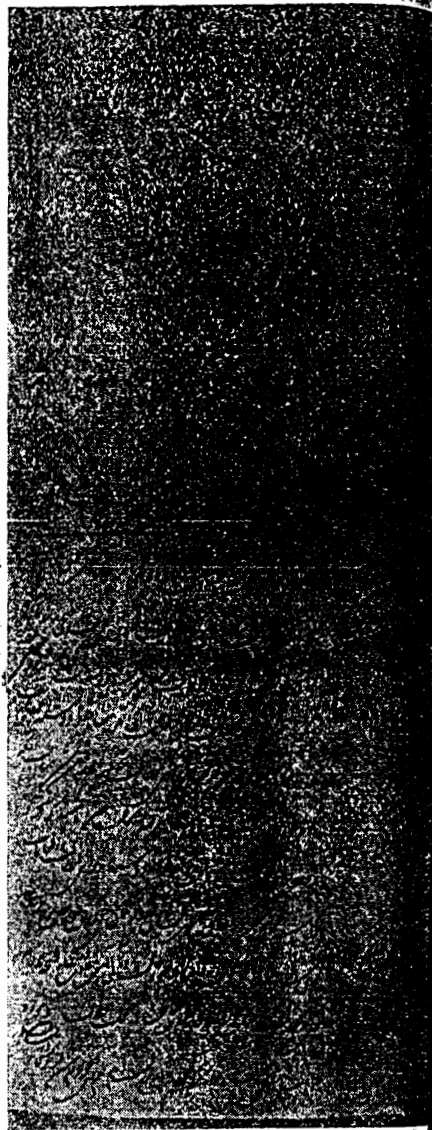
13. Files are kept in card-board boxes.



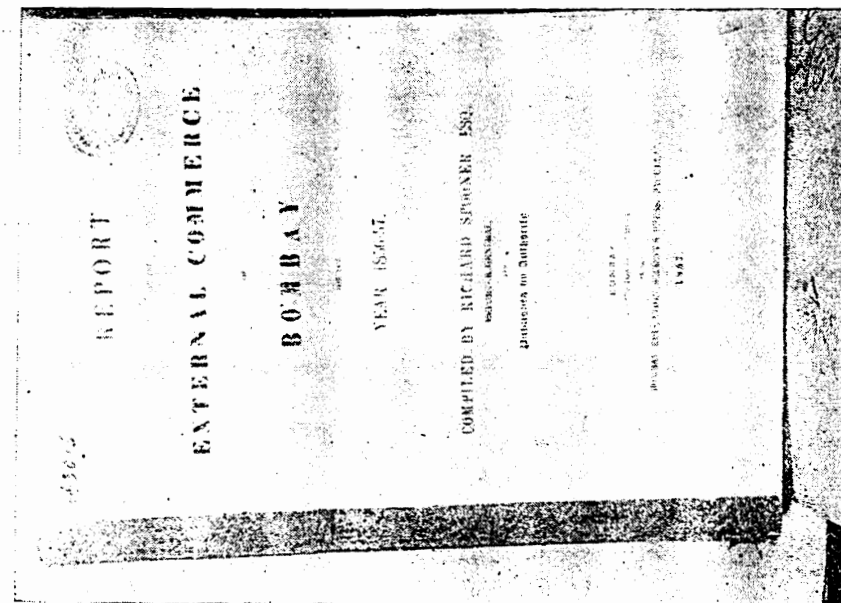
14. A 'Promissory Note' from a Finance Department Volume.



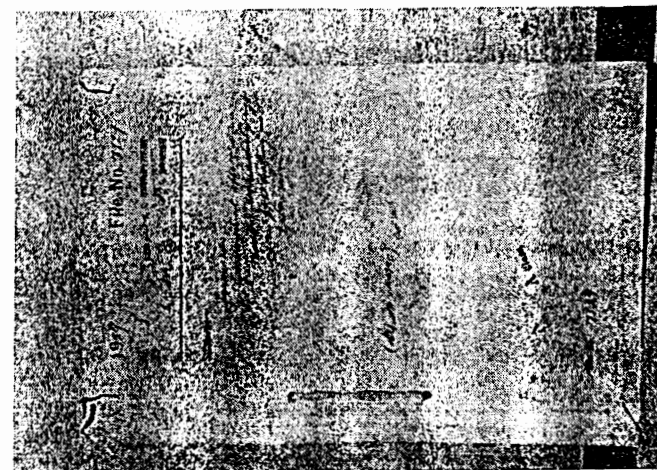
15. A document in Modi script from private collection.



16. A Persian document from private records.



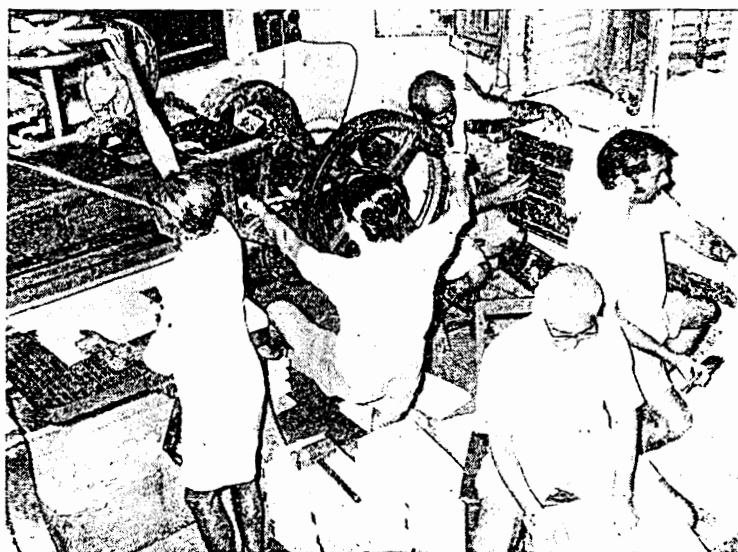
17. Title page of a book printed in 1927.



18. Cover page of a 'File'.



19. Records are cleaned regularly.



20. Binding Section of the Bombay Archives.

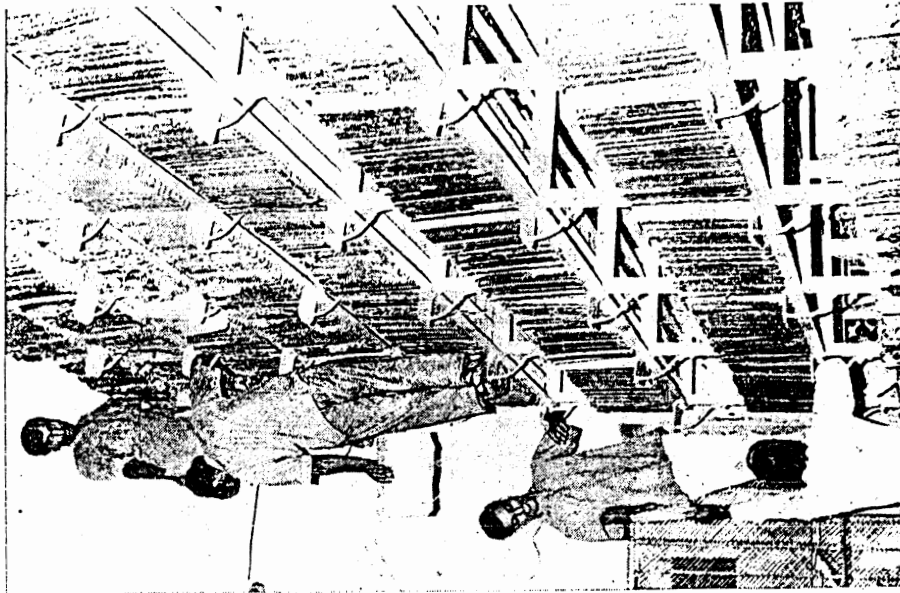


21. The different 'Rumals' containing Modi records.

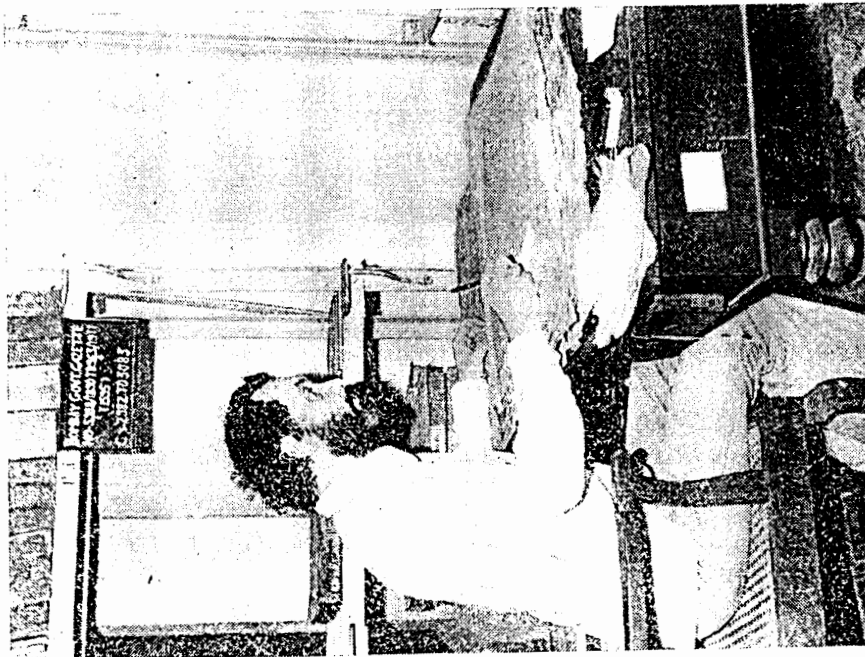


22. Fragile documents are being mended systematically to preserve them.





24. Government records are preserved on shelves of racks.



23. A research scholar going through the newspaper files.

(12) **The Menavli Daftar :** (230 *Rumals*).—This is an important collection belonging to the famous Nana Phadnis, which was housed in Nana's *Wada* (palace) at Menavli (District Satara). The collection contains about 2 lacs of Modi papers belonging to the 18th and 19th centuries.

(13) **Jairam Swami Daftar :** (40,000 documents).—The Collection was acquired from the Jairam Swami *Math* at Wadgaon (Khatav *Taluka*, Satara District). The ancestor owner of this *Math* was one Jairam Swami, who lived during the early 17th Century. The papers are useful for the research in religious history of the Marathas during 17th to 19th centuries.

(14) **Udajiram Deshmukh Daftar :** (25 documents).—The Deshmukh family of Mahur rose to prominence during the reign of the Emperor Akbar. Raje Udajiram was introduced to the Emperor Jahangir. He gave asylum to the rebel prince Khurram and his family. The Deshmukh records contain original *sanads* issued by the Mughal Emperors to Udajiram, his wife 'Raibaghan' and son Jagjivan. These records are in Persian.

(15) **The Gharage Daftar :** (50 papers)—These papers were obtained from the Gharage family of Satara. The most important of these papers is a long sheet of *Mahzar* issued to the ancestors of this family during the time of the first Peshwa.

(16) **The Abhyankar Daftar :** (8 *Rumals*).—This Daftar was acquired from the Abhyankar family of Satara. One Sadashiv Anant, an important personality of this family, was one of the trustworthy persons of Nana Phadnis. For some time, he was *Phadnis* to Gopikabai, mother of the illustrious Peshwa Madhavrao I, when she was staying at Nasik. These documents pertain to the end of eighteenth century and include a *Bakhar* and a *Kaifiyat* of Sadashiv Anant.

(17) **The Pisal Daftar :** (200 papers)—These papers have been obtained from the Pisal family at Aundh (Dist. Satara). They contain correspondence with the Pant Pratinidhis of Aundh during 18th and 19th centuries.

(18) **The Kamruddin Records :** (174 documents)—These documents which are in Modi and Persian, have been acquired from the Kamruddin family of Poona. The papers relate to the Nizamshahi rulers and Mughal Emperors. The Kamruddin family hailed from Newasa (in Ahmadnagar District) and was connected with the ecclesiastical set-up of Newasa under the Nizamshahi Sultanate of Ahmadnagar, and as such

their papers give a glimpse into the social conditions in the town of Newasa and help to reconstruct the history of worship in Masjids in Maharashtra. Some of the papers relate to the Peshwa period. Fourteen papers from this collection have been published in *Records of the Shivaji Period*.

(19) **The Nana Phadnis Daftar (Benaras) :** (10,000 documents).—In addition to the Menavli Daftar (No. 12 above), this other *Daftar* belonging to Nana Phadnis, which was housed in Nana's *Wada* at Benaras has been acquired by the Directorate of Archives from the descendants of Nana Phadnis. The papers deal with Nana Phadnis' correspondence with different Maratha Sardars, and they reflect the political history of his period.

(20) **The Nirantar Daftar :** (25,000 papers).—These records were acquired from the Nirantar family at Nasik. The papers contain the family's correspondence with the Maratha Chiefs in connection with their hereditary *inams*, lands, etc. during 18th and 19th centuries.

(21) **The Chandwadkar Daftar :** (200 papers).—The Chandwadkars of Nasik were the *sowkars* (money-lenders) during the Maratha period. Besides accounts papers, their records contain some horoscopes, *punchangas*, etc.

(22) **The Dherge Daftar :** (200 documents).—The Dherges of Trimbak (Dist. Nasik) were the family-priests (*tirthopadhyayas*) at Trimbak, appointed by Chhatrapati Shivaji and the other branches of the Bhosle family at Nagpur, Jinti, Akalkot, Mungi, Tanjore, etc. The papers deal with the hereditary priestship granted to the Dherge family by Chhatrapati Shivaji, Sambhaji and others. Eleven documents from this collection have been published in *Records of the Shivaji Period*.

(23) **The Mahajan Daftar :** (50 documents).—These records have been acquired from the Mahajan family of Trimbak (Dist. Nasik). The Mahajans had the *inam* of lands and yearly allowance for the worship of Goddess at Gangadwar (source of the river Godavari at Trimbak). The records contain Persian and Modi documents of the Mughal and the Maratha period, respectively.

(24) **The Patankar Daftar :** (6 *Rumals*).—These records have been acquired from three Patankar families (Sarvashri Dattajirao Subhanrao Patankar of Patan, Yashwantrao Dharrao Patankar of Marali, and Bhimrao 'Nagojirao Patankar of Patan). The Patankars of Patan

(Dist. Satara) served the Chhatrapatis and the Peshwas. Chhatrapati Rajaram had bestowed on them fifty-seven villages as *inam* in Patan *Mahal*, in recognition of their exemplary bravery against the Mughal army in Deccan. Twenty-one papers from this collection have been published in *Records of the Shivaji Period*.

(25) **The Herwadkar Daftar :** (1000 papers).—These documents were acquired from Shri Shamrao Herwadkar, Kolhapur. The papers throw light on the activities of the famous Ghorpade family, during the period between 18th and 19th centuries. They contain *adhyapatras* of Chhatrapati Sambhaji to Ranoji Ghorpade, grant of land from Kurundwad by Santaji Ghorpade to Karvir *Math*, genealogy of the Ghorpade family, etc.

(26) **The Kolhatkar Daftar :** (2 *Rumals*).—These records were obtained from the Kolhatkar families at Chawk and Panvel (Dist. Kolaba). They contain correspondence regarding family accounts, division of landed property, survey of property in specified villages in Kolaba District, etc.

(27) **The Chalukya Daftar :** (50 papers).—These documents were received from Sardar A.A.P. Chalukya of Dewas, a descendant of the famous Chalukya family of Mediaeval Period. Most of the papers are merely copies and not originals. The papers narrate the story of Chhatrapati Shivaji's period and claim that the Chalukyas were advisers and associates to Shahaji and Shivaji in most of their activities. The papers need careful scrutiny by the Research Scholars.

(28) **Records of the Nasikkar Victoria Hindu Sangit Mandali :** These records were acquired from Prof. V.M.D. Patwardhan of Nasik. This collection contains manuscripts of thirteen Marathi dramas, staged by the Drama Company, and four old newspapers of the years 1877, 1891 and 1898.

(29) **The Records of Maharashtra Natya Mandir.**—The records of the Maharashtra Natya Mandir, which was established in about 1930 at Nasik, were obtained from its founder-secretary Shri V. S. Purohit. The records contain some registers, minute books, original correspondence etc., which can be useful for the scholars doing research on the history of the Marathi stage.

(30) **Parasnis Collection.**—This is an important collection of Persian Records, purchased from Sardar K. K. Parasnis of Poona, in 1948. The collection contains (1) Persian documents, and (2) Persian Manuscripts. The Persian documents may be roughly divided into 3 sections :

(a) *Akhbarat* or news-letters and daily diary sheets by the agents of the Maratha Government at Delhi, Lucknow, Kabul, Lahore, Jaipur and from the Nizam's Court at Hyderabad. They number 1,000 and cover the period from 1766 to 1810 and refer to North India and foreign affairs. They pertain to the Delhi Court, Afghan Court, Shuja-ud-daula and his successors, Mahadji Shinde and his subordinates and successors of Surajmal Jat. (b) Correspondence :—Letters from various courts, letters addressed to the *Peshwas* beginning from Madhavrao I, their ministers, Sakharam Bapu, Nana Fadnis, Haripant Phadke and their envoys. They range from 1769 to 1820 A. D. and number 6000. The collection was checked by Sir Jadunath Sarkar at the request of Government, and he edited two volumes of '*Persian Records on Maratha History*' from this collection.

(31) **Sawantwadi Records** : Old records of Sawantwadi State have been acquired in 1951. They contain 21 bundles of papers of historical importance and deal with relations of Sawantwadi with the Portuguese Government in late 18th Century.

(32) **The Tillu Daftar** : (6 *Rumals*).—These records have been acquired from the Tillu family of Alibag (District Kolaba). The Tillus were the family Priests of the Angres of Alibag. The papers contain *sanads*, *adhyapatras*, etc. issued by the Angres, and other Maratha Sardars. The collection includes some literary manuscripts, *panchangas*, and correspondence regarding religious disputes.

(33) **The Naik (Anjur) Daftar** : (37 papers).—The Naik family of Anjur (Tal. Bhiwandi, District Thane) took active part in the Bassein Campaign of the Marathas against the Portuguese in 1739. The papers cover the period from 1720 to 1792.

(34) **Halbe Collection** (obtained through Dr. Arun Joshi of Thane):—This is a collection of 152 *Panchangas* (almanacs), covering the period from 1761 to 1860, and literary works like *Ramayan*, *Pandav Pratap*, *Devi Bhagwat*, *Vajasaneya Samhita* and Tukaram's *Abhangas*.

## CHAPTER IX

### PRINTED RECORDS, MAPS AND PHOTO COPIES

Bombay Archives has a collection of good number of printed records in the form of volumes and books. The old publications consist of Printed Abstracts of Proceedings, Government Gazettes, Reports of various Departments, Offices, Commissions and Committees, Acts, Rules and Orders issued by the Government, Civil Lists and numerous Government Publications published from time to time. Three copies of each State Government publication are sent to Bombay Archives for preservation. The old publications in Bombay Archives are enumerated in three Series, viz.,—

'A' Series — 1,095 Publications,

'N' Series — 50,000 Publications, and

'O' Series — 21,574 Publications.

In the new Series, which is prefixed by the letter 'R', 43,350 publications have been registered uptill the time when this 'Handbook' was sent to the Press. Some of the Government Publications and other Printed Records in Bombay Archives are as below :

#### (A) Government Gazettes :

A number of visitors to Bombay Archives comes from the general public for certified copies of extracts from the Government *Gazettes*. The *Bombay Government Gazette* came into existence on the 4th August 1831, as an official organ of the Government of Bombay. Before that time all Government advertisements, orders, proclamations and any official correspondence or matters which were likely to be of any interest to the public were published in a newspaper called *The Bombay Courier* which was conducted under a private proprietorship. After the appearance of the *Government Gazette*, Government notifications and orders ceased to be published in the *Courier*.

From 1831 upto 1859, the weekly issues (published every Thursday) of the *Gazette* were published without any material alteration in the mode in which they were printed. In 1859 we find a change in the publication of this *Gazette*. The object for the change was to bring more prominently under notice special notifications to the public and civil and military appointments. It was suggested that the Acts and Bills of



the Legislative Council should be published in a separate issue as a supplement to the *Gazette* which must be bound up by itself in a separate compilation. This was carried out and the *Gazette* from March 1859 began to be published under two separate parts : (1) *Gazette* containing Government Notifications, and (2) Supplement containing Acts and Bills of the Legislative Council.

A second supplement containing Government Notices appeared to be published from January 1861, and the *Gazette* started to be published in three different parts. Again in 1867, the Government considered the question of improving the classification of the subjects published in the *Government Gazette* and revised the table of its contents. The *Gazette* in its altered form was divided in nine parts as follows : (I) Government Notifications to the public, Departmental Notices, General Orders, Notifications by the Post Master General, by the Revenue Survey and Police Commissioner, the Accountant General, Medical Department and the Commissioner in Sind. (II) Notifications by the Accountant General of which a large number of copies were required. (III) Miscellaneous Notices and Advertisements. (IV) Government of India Acts. (V) Acts passed by the Local Government. (VI) Local Legislative Council Proceedings. (VII) Government of India Bills. (VIII) Trade Returns. (IX) Railway Traffic Returns.

The above arrangement regarding the issue of the *Government Gazette* into several parts containing different subjects was changed from time to time during the last more than hundred years. Since 1960, the nomenclature '*Bombay Government Gazette*' has been changed to '*Maharashtra Government Gazette*'. Besides the State Government *Gazettes*, the Bombay Archives has a collection of old *Gazettes* issued by other Provinces in India and by some foreign countries also. They (including local ones) are as follows :—

1. *Bombay Government Gazettes*—(1831 to 1960)
2. *Maharashtra Government Gazettes*—(1960 to up-to-date).
3. *Government of India Gazettes*—(1864 to up-to-date).
4. *Calcutta Gazettes*—(1793 to 1874).
5. *Central Provinces Gazettes*—(1867 to 1873).
6. *Delhi Gazettes*—(1846 to 1856).
7. *Fort St. George Government Gazettes*—(1802 to 1873).
8. *Punjab Government Gazettes*—(1863 to 1873).
9. *Sind Official Gazettes*—(1869 to 1874).
10. *Holkar Sarkar Gazettes*—(1894 to 1950).

11. *British Burma Gazettes*—(1867 to 1873).
12. *Ceylon Government Gazettes*—(1813 to 1874).
13. *Hongkong Government Gazettes*—(1853 to 1874).
14. *London Gazettes*—(1797 to 1874).
15. *New South Wales Government Gazettes*—(1839 to 1874).
16. *Bombay Police Gazettes*—(1891 to 1902).

#### (B) Some Important series of Publications :

Some of the important old publications in Bombay Archives, which are useful for reference and historical research, are as follows :—

##### (i) *Acts, Regulations, Codes, etc.*

- (1) *Bombay Regulations* (1799 to 1923)—64 Volumes.
- (2) *Regulations and Acts of the Bengal Government* (1793 to 1847)—5 Volumes.
- (3) *Acts passed by the Government of Bombay* (1838 to 1941)—109 Volumes.
- (4) *Acts passed by the Government of India* (1835 to 1917)—175 Volumes.
- (5) *Assam Code* (1897 to 1915)—3 Volumes.
- (6) *Bengal Code* (1879 to 1913)—13 Volumes.
- (7) *Berar Code* (1916)—1 Volume.
- (8) *Central Provinces Code* (1881 to 1918)—4 Volumes.
- (9) *Coorg Code* (1893 to 1908)—2 Volumes.
- (10) *Madras Code* (1876 to 1916)—7 Volumes.
- (11) *N.W.P. and Audh Code* (1877 to 1916)—5 Volumes.
- (12) *Eastern Bengal and Assam Code* (1907)—21 Volumes.
- (13) *Bombay Code* (1880 to 1939)—21 Volumes.
- (14) *Bihar and Orissa Code* (1917 to 1920)—5 Volumes.
- (17) *Punjab Code* (1878 to 1916)—4 Volumes.
- (18) *United Provinces (Agra and Oudh) Code* (1920)—5 Volumes.
- (19) *Anglo-Indian Codes* (1887—88) by Whitley Stocks—1 Volume.
- (20) *Bombay Acts* (1867 to 1890) by Birdwood Parsons—27 Volumes.
- (21) *Bombay Acts* (1834 to 1862) by R. H. Showell—1 Volume.
- (22) *Baluchistan Code* (1890 to 1914)—3 Volumes.
- (23) *Burma Code* (1889 to 1910)—3 Volumes.

The up-to-date volumes of *India Code* and Acts passed by the Government of India and Bombay/Maharashtra Government are available in Bombay Archives.

(ii) *Assembly/Council and Parliamentary Debates—*

- (1) Bombay Legislative Council Debates (1921 to 1960)—248 Volumes.
- (2) Bombay Legislative Assembly Debates (1921 to 1961) 250 Volumes.
- (3) Table of Contents and Index to Bombay Legislative Assembly Debates (1950 to 1960)—26 Volumes.
- (4) Council/Assembly Debates (1925 to 1936)—73 Volumes.
- (5) Parliamentary Debates of India (1950 to 1954)—54 Volumes.
- (6) Lok Sabha Debates (1954 to 1955)—26 Volumes.
- (7) Constituent Assembly Debates (1947 to 1949)—18 Volumes.
- (8) Council of States Debates (1921 to 1940)—41 Volumes.
- (9) British Parliamentary Debates (1890 to 1900)—95 Volumes.
- (10) Assam Legislative Council Debates (1921 to 1941)—38 Volumes.
- (11) Bengal Legislative Assembly Debates (1921 to 1943)—112 Volumes.
- (12) Bihar and Orissa Legislative Council Debates (1921 to 1939) 42 Volumes.
- (13) Central Provinces and Berar Legislative Assembly Debates (1937 to 1939)—7 Volumes.
- (14) Madras Legislative Assembly Debates (1937 to 1939) —16 Volumes.
- (15) Madras Legislative Council Debates (1921 to 1936)—82 Volumes.
- (16) Orissa Legislative Council Debates (1937 to 1943)—10 Volumes.
- (17) Punjab Legislative Assembly Debates (1937 to 1942)—17 Volumes.
- (18) Punjab Legislative Council Debates (1921 to 1936)—33 Volumes.
- (19) Punjab Legislative Assembly Debates (1941 to 1945)—9 Volumes.
- (20) Sind Legislative Assembly Debates (1937 to 1945)—23 Volumes.
- (21) United Provinces Legislative Council Debates (1921 to 1936)—70 Volumes.
- (22) Burma Legislative Council Debates (1923 to 1925 and 1933-34)—6 Volumes.
- (23) Maharashtra Legislative Assembly/Council Debates (1960 to 1970)—Volumes are to be bound and arranged.

(iii) *Calendars, Almanacs and Directories—*

- (1) Bombay Calendars (1802 to 1850)—33 Volumes.
- (2) Bombay Calendars and Books of Direction (1850 to 1868)—34 Volumes.

- (3) English and Native Calendars, Bombay (1852 to 1860)—6 Volumes.
- (4) Prabhu Rupee Calendars (1784 to 1788)—5 Volumes.
- (5) Bombay Times Calendar & Directory (1852 to 1861)—10 Volumes.
- (6) Times of India Calendar & Directory (1862 to 1944)—81 Volumes.
- (7) Times of India Directory of Bombay City and Province (1945 to 1952)—7 Volumes.
- (8) Indian Calendar (1800 to 1851, stray volumes)—10 Volumes.
- (9) East India Registers (1815 to 1860)—87 Volumes.
- (10) Bombay Almanacs and Calendars (1852 to 1868)—45 Volumes.
- (11) Bengal Almanacs (1826 to 1854)—20 Volumes.
- (12) Madras Almanacs (1826 to 1860)—26 Volumes.
- (13) Asylum Press Almanacs, Madras (1860 to 1896)—34 Volumes.
- (14) Bombay Rupee Almanacs (1852 to 1863)—12 Volumes.
- (15) Bengal Directory & Annual Registers (1826 to 1842)—12 Volumes.
- (16) Bengal & Agra Directory & Annual Registers (1843 to 1852)—10 Volumes.
- (17) Bengal Directory & Annual Register (1853 to 1855)—3 Volumes.
- (18) Calcutta Annual Directory & Register (1802 to 1830)—8 Volumes.
- (19) New Calcutta Directory (1856 to 1863)—8 Volumes.
- (20) Bombay District Directory (1937 to 1942)—62 Volumes.
- (21) Bombay Customs Directory (1899, 1921, 1923)—3 Volumes.
- (22) Bombay Excise & Tobacco Department Directory (1915, 1928)—2 Volumes.
- (23) Indian Church Directory (1915 to 1922)—5 Volumes.
- (24) Karachi Handbook & Directory (1922 to 1928)—4 Volumes.
- (25) Poona, Kirkee, Belgaum Garrisons Military Directory (1937 to 1948)—73 Volumes.

(iv) *Civil Lists, History of Services, etc.—*

- (1) History of Gazetted Officers in the Civil Department serving in the Bombay Presidency (1875 to 1956)—191 Volumes.
- (2) History of Gazetted Officers in the Civil Department serving in the Bombay Presidency (1961 to 1962)—23 Volumes.
- (3) India Office List containing an account of the services of Officers in the Indian Service (1886 to 1937)—51 Volumes.
- (4) Heads of Administrations in India & of the India Office in England (1877 to 1938)—37 Volumes.
- (5) Forest Officers in India & Burma (1913 to 1928)—37 Volumes.

(6) Forest Officers in Bombay Presidency (1907 to 1940)—58 Volumes.

(7) Forest Officers in the Bengal, Madras and Bombay Presidencies (1891 to 1912)—43 Volumes.

(8) List of Officers in Forest Department, Government of India (1879 to 1909)—8 Volumes.

(9) Foreign Office List and Diplomatic Consular Hand Book (1895 to 1952)—56 Volumes.

(10) List of Officers in the Department of Commerce and Industry, Government of India (1906 to 1940)—69 Volumes.

(11) Hongkong Civil Service List and General Orders (1904 to 1936)—32 Volumes.

(12) Medical Officers, Civil Department, Government of Bombay (1900 to 1925)—28 Volumes.

(13) Officers holding Survey appointments, Bombay Presidency (1877 to 1886)—3 Volumes.

(14) Officers holding Political appointments, Bombay Presidency (1877 to 1886)—2 Volumes.

(15) List of Establishment in P. W. Department of Bombay Presidency (1862 to 1932 and 1946)—116 Volumes.

(16) List of Officers in Survey and other Departments, Bombay Presidency (1881 to 1926)—87 Volumes.

(17) Officers in the Indore State (1922 to 1928)—24 Volumes.

(18) Bombay Army List (1851 to 1939)—242 Volumes.

(19) Indian Army List (1849 to 1937 and 1947 to 1951)—417 Volumes.

(20) *Civil Lists* :—Bombay/Maharashtra (1840 to up-to-date); India (1907-1949); Assam (1914-1941); Baroda (1922-1925); Bengal (1914-1941); Bihar and Orissa (1912-1940); British Burma and Burma (1914-1948); Central Provinces (1914-1951); Ceylon (1914-1923); Central India Agency (1907-1949); Gwalior (1922-1946); Jammu and Kashmir (1922-1946); Madras (1914-1941); Mysore (1909-1943); Punjab (1914-1941); Sindh (1871-1947); Agra and Oudh (1914-1941); Western India States Agency (1931 to 1945); Hyderabad (1946 to 1955); All India (1954); Combined Civil List for India, Pakistan and Burma (1948-1949); Dominion and Colonial Offices (1932-1940); Colonial Office (1946-1953); Cape of Good Hope (1887-1890); Straits Settlements (1893-1920); Malaya (1921-1925).

The above are only a few series of old publications from the voluminous collection of old publications housed in Bombay Archives. For want

of space, they are not arranged according to modern library system. They are kept according to Accession Numbers. However, Index Cards are classified under different heads, viz., Acts, Rules and Regulations, Administration, Administrative Bodies, Agriculture and Forest, Antiquities and Monuments, Arts and Science, Committee Reports, Administrative Reports, Education, Finance, Geography, History, Inams and Jagirs, Judicial, Lands and Land Revenue, Leases, Marine, Medical, Military, Mythology, and Theology, Political and Social, Posts and Telegraphs, Public Works, Revenue, Sanitation, Selections from Records of Government, Statistics, Surveys, Trade and Commerce, etc. All volumes of '*Census of India*' relating to Bombay Presidency and Maharashtra State, and a few volumes relating to census of other Provinces and States and Census of India in general are preserved in Bombay Archives.

### (C) Printed Abstracts of Proceedings :

This series contain all important Government Resolutions, orders, etc. and forms part of records of various Secretariat Departments. They are as follows :

1. Revenue Department (1861 to 1931)—62 Volumes.
2. Ecclesiastical Department (1864 to 1936)—73 Volumes.
3. Educational Department (1863 to 1931)—108 Volumes.
4. Financial Department (1861 to 1931)—81 Volumes.
5. General Department (1861 to 1932)—74 Volumes.
6. Judicial Department (1860 to 1920)—192 Volumes.
7. Home Department (1921 to 1931)—39 Volumes.
8. Legislature Department (1865 to 1894)—20 Volumes.
9. Marine Department (1861 to 1894)—34 Volumes.
10. Political Department (1860 to 1932)—94 Volumes.
11. Public Works Department (Imperial) (1856 to 1894)—49 Volumes.
12. Public Works Department (Irrigation) (1873 to 1887)—15 Volumes.
13. Public Works Department (Local) (1866 to 1931)—66 Volumes.
14. Public Works Department (Railway) (1870 to 1894)—125 Volumes.
15. Development Department (1920 to 1929)—10 Volumes.
16. Indo-European Telegraphs Department (1864 to 1872)—9 Volumes.
17. Board of Revenue of the Government of Madras (1881)—1 Volume.

**(D) Newspapers and Periodicals :**

The following Newspapers and Periodicals, which are bound in Files, are preserved in Bombay Archives and they are made available to Research Scholars and general public for reference.

1. *Bombay Chronicle* (1825 to 1959)
- 2. *Bombay Courier* (1797 to 1846)
3. *Bombay Telegraph and Courier* (1847 to 1861)
4. *Bombay Times* (1838 to 1859)
5. *Bombay Gazette* (1809 to 1914)
6. *Bombay Guardian* (1856 to 1905)
7. *Bombay Native Observer* (1833)
8. *Bombay Witness* (1844 to 1846)
9. *Bombay Darpan* (Marathi) (1832 and 1834)
10. *Bombay Halkaru and Vartaman* (Gujarati) (1833 to 1835)
11. *Bombay Examiner* (1835 to 1837)
12. *Bombay Weekly Guide* (1832-33)
13. *Bombay Iris* (1827).
14. *Bombay Gentlemen's Literary Gazette* (1843 to 1849).
15. *Bombay Standard* (1858-59)
16. *Bombay Oriental News* (1853 to 1857)
17. *Bombay Messenger* (1831)
18. *Morning Star* (1836)
19. *Important Journal* (1853)
20. *Mahratta* (1913 to 1925)
21. *Poona Observer* (1852-53, 1861-62, 1876-1915)
22. *Deccan Herald and Daily Telegraph* (1861-62, 1876 to 1916)
23. *Kesari* (Marathi) (1900 to 1931, 1962 to 1973)
24. *Navajivan* (1919 to 1932)
25. *Young India* (1915 to 1932)
26. *Hindu* (1955 to 1964)
27. *Hindustan Times* (1956 to 1964)
28. *Indian Express* (1955 to 1963)
29. *Evening News* (1955 to 1964)
30. *Bombay Sentinel* (1955-56)
31. *Current* (1957 to 1960)
32. *Blitz* (1957 to 1964)
33. *Financial Express* (1961 to 1964)
34. *London Times* (1820, 1837-1845, 1847-1853, 1871-1872, 1914-1915, 1921-1940, 1950-1951).

35. *Times of India* (1861 up-to date)
36. *Maharashtra Times* (Marathi) (1962 up-to-date)
37. *Loksatta* (Marathi) (1960 to 1968)
38. *Sakal* (Marathi) (1965 to 1968)
39. *Navshakti* (Marathi) (1945 to 1972)
40. *Janshakti* (Gujarati) (1950 to 1973)
41. *Free Press Journal* (1939 to 1972)
42. *Free Press Bulletin* (1947 to 1970)
43. *Illustrated Weekly of India* (1959 to 1976)
44. *Prabodh* (published from Dhulia in Marathi) (stray volumes, 1925 to 1948)
45. *Illustrated London News* (1962 to 1965)
46. *Harijan* (January to July 1942)

**(E) Reports on Native Newspapers :**

The Oriental Translator to Government was entrusted the duty of submitting selected extracts, duly translated into English from Native Newspapers to the Government. These extracts were submitted weekly in printed form, under the title '*Reports on Native Newspapers published in the Bombay Presidency*'. These Reports for the period from 1868 to 1932 are available in Bombay Archives. They are bound yearwise. These compilations of clippings and translations from the Indian Press in Bombay Presidency depict contemporary public opinion on various aspects of the Government administration, and, hence, are important source material for the history of freedom movement in the Bombay Presidency. Apart from useful translations from the vernacular newspapers, this source has preserved many extracts from newspapers that have long since disappeared.

**(F) Reference Library :**

The Bombay Archives has maintained a reference library, containing more than 10,000 books on Indian History, including biographies and autobiographies of notable personalities, travellogues, selections from records, glossaries and dictionaries, research journals and other reference works. A number of rare books are included in the library. Use of the archival library is allowed for reference only; books are not issued out.

The following Research journals are being subscribed to by the Department of Archives : (1) *The American Archivist* (published by the Society of American Archivists), (2) *American Documentation* : (American Documentation Institute), (3) *Archivum* : (Presses Universitaires De France), (4) *Business Archives* : (Business Archives Council, London), (5) *Archives* :

(The British Records Association, London), (6) *Bulletin of the School of Oriental and African Studies* : (London), (7) *The Indian Archives* : (National Archives of India, New Delhi), (8) *India* : (Heras Institute of Indian History and Culture, Bombay), (9) *Journal of Kerala Studies* : (Department of History, University of Kerala, Trivandrum), (10) *Quarterly Review of Historical Studies* : (Institute of Historical Studies, Calcutta), (11) *Islamic Culture* : (The Islamic Culture Board, Hyderabad), (12) *Journal of Indian History* : (University of Kerala, Trivandrum), (13) *Marathi Samshodhan Patrika* : (Marathi Samshodhan Mandal, Bombay), (14) *Bharatiya Itihas ani Sanskriti* : (Itihas Samshodhan Mandal, Bombay), (15) *Navbharat* : The Pradnya Press, Wai, (16) *Quarterly of Bharat Itihas Samshodhak Mandal*, Pune.

#### MAPS AND PLANS

There are about 10,000 old maps relating to Bombay Presidency and other provinces. Survey operations started vigorously in this Province from 1820. Copies of the maps prepared from that period to date of the districts of Bombay Presidency, surrounding areas and of the Bombay Island are found in this collection. Majority of the maps have been prepared by the Survey of India. Plans of Indian Railway Lines since the inception of Railways in India have been added to this collection.

#### MICROFILMS AND PHOTO-COPIES

Bombay Archives have acquired some microfilms and photocopies of important manuscripts from various institutions. Most of the documents relate to the mediaeval period of Indian History. Some of them are as follows :—

(1) *Guldasta-i-Gulshan-i-Tarif-i-Sultan Muhammad Adil Shah* (Photostats from Browne Collection of Cambridge University).

(2) *Tazkirat-ul-Mulk* of Rafi-ud-din Shirazi (Photostats from British Museum, London).

(3) *Futuhat-i-Adil Shahi* of Fizun-i Astrabadi (Photostats from British Museum, London).

(4) *Nauras Namah* of Ibrahim Adil Shah II (Photostats from State Archives, Andhra Pradesh, Hyderabad).

(5) *Insha-i-Shah Tahir* (Photostats from British Museum, London).

(6) *Ahwal-i-Asad Beg* (Photostats from British Museum, London).

(7) Notes in the form of a journal on the principal events connected with the Factory of the Dutch East India Company at Surat, dated 9th October 1628 to 25th April 1630 (Photocopies from Dutch Records at the Hague).

(8) Representation by John Horne (Governor) and Council, Bombay to the Directors, 3rd October 1737, on the Maratha invasion on the Portuguese Northern Territories in the Deccan and their capture of Salsette with consequent danger to Bombay (Photocopies from Dutch Records at the Hague).

(9) Extracts from the Day Book at Surat, referring to the invasion of Shivaji and his presence there, from January 15th to January 21st 1664 (Photocopies, Dutch Records at the Hague).

(10) Report from Chief Factor and Fiscal John Van Twist, containing the principal events of his Mission to the King of Visapour [Bijapur], addressed to the Valiant Jacob Cooper, Commander of the fleet of defence and of the Company's naval forces on the coast of India, in Surat and Persia. From January 1st to March 31st, 1637. (Photocopies, Dutch Records at the Hague).

(11) Letters from Governor John Gayer regarding Trade, Co's investment, etc. (Microfilms, Guildhall Library, London).

(12) Jaipur Darbar letters written to Ramsing, son of Jaisingh, who was in attendance on Shivaji at Agra (Microfilms, National Library, Calcutta).

(13) Letters from the Court of Directors to the Bombay Government containing the despatches for 1727-1743 (Letter Book Vols. 20-25) & Letters from the Bombay Government to the Court of Directors of E. I. Co. from 1725-26 to 1730-31, Vol. 1-A and 1734-35 to 8th April 1758, Vol. 1-B. (Microfilms, India Office Library, London).

(14) James Anderson's Journal when Resident with Mahadaji Shinde (1783-85) (Microfilms and Photostats, India Office Library, London).

(15) Dutch records at the Hague, First Series Vol. XI. Translated letters from India 1638-39 (Microfilms, India Office Library, London).

(16) Panipat Narratives (i) *Manzil-ul-Futah*, (ii) *Tarikh-i-Husain Shahi*, (iii) *Tarikh-i-Ahmad Shahi* (Photocopies, National Library, Calcutta).

(17) *Tarikh-i-Shakir Khan* by Shakir Khan Nawab (Ms. 1179 A.H.) (Photocopy, Asiatic Society, Calcutta).

(18) *Tahmasp Namah* by Tahmas Khan (Photocopy, Asiatic Society, Calcutta).

(19) *Ahwal-i-Sultanat-i-Bijapur* (Photocopy. British Museum, London).

- (20) *Tarikh-i-Dilkusha*, Pt. I and II, J. N. Sarkar Collection. Copy of British Museum Manuscript (Photocopy, National Library, Calcutta).
- (21) *Tarikh-i-Dilkusha* (Photocopy, India Office Library, London).
- (22) A Historical document from Satara Parasnis Museum (Photocopy, Deccan College Post-graduate and Research Institute, Poona).
- (23) *Tarikh-i-Ali Adil Shah* by Syed Nurulla.
- (24) *Tarikh-i-Janko-wa-Bhau* of Ali Ibrahim Khan (Photocopy, Punjab Government Khalsa College, Amritsar).
- (25) (i) *Khatut-i-Shivaji*, (ii) *Haft Anjuman* by Udiraj Munshi, (iii) *Fatuhah-i-Alamgiri* (Microfilm and Photo-prints, National Library, Calcutta).
- (26) About 1200 letters from 'Ray Rayan Daftar' (Microfilms, Andhra Pradesh State Archives, Hyderabad).
- (27) A Tentative list of Books and some Mss. relating to the History of the Portuguese in India prepared by A. C. Burnell (Photo copies, National Library, Calcutta).
- (28) Gabinete Litterario Das Fontainhas, Publicacao Mensal, Redigido Pela, Associacao, Do Mesmo Titulo, Navagoa, 1848, 3 volumes (Photoprint, Deccan College, Poona).
- (29) *Waqiat-i-Juda Shudan ahle Firang* (Photocopy, State Archives, Hyderabad).
- (30) *Khidmat-i-Salabat Jung* (Photocopy, State Archives, Hyderabad).
- (31) *Waq-i-Shrirangpatan* (Photocopy, State Archives, Hyderabad).
- (32) *Masir-i-Nizami* (Photocopy, State Archives, Hyderabad).
- (33) *Tarikh-i-Fatehiya* (Photocopy, State Archives, Hyderabad).
- (34) *Sawaneh Deccan* of Munim Khan Aurangabadi (Photocopy, State Archives, Hyderabad).
- (35) *Inshah-i-Mir Muhammad Musavi Khan Jurat* (Photocopy, State Archives, Hyderabad).
- (36) *Mirat-ul-Akhbar* (Photocopy, State Archives, Hyderabad).
- (37) *Waqiat-i-Janashini Asaffjah* (Photocopy, State Archives, Hyderabad).
- (38) *Haiat-i-Jungl-hai Ghufrani Muab* (Photocopy, State Archives, Hyderabad).
- (39) *Waqiat-i-Dakhan* (Photocopy, State Archives, Hyderabad).

- (40) *Tarikh-i-Nasria* (Photocopy, State Archives, Hyderabad).
- (41) *Akhbarat-i-Zaman-i-Nawab Nizam Ali Khan* (Photocopy, State Archives, Hyderabad).
- (42) *Gulshan-i-Ajaib* by Munshi Ram Singh (Photocopy, State Archives, Hyderabad).
- (43) Letters of Hon'ble M. B. Choubal to G. K. Gokhale (Enlarged Photoprints, National Archives of India, New Delhi).
- (44) *Ahwal-i-Khawakin* (Photostat copies, Gazetteers Department, Bombay).
- (45) *Ibrahim Nama* (Photostat copies, Salar Jung Museum, Hyderabad).
- (46) *Fateh Namah-i-Nizam Shah* by Hasan Shangi (Photostat, Khuda Baksh Oriental Public Library, Patna).
- (47) Letters to and from Mahatma Gandhi (Photostats received from Gazetteers Department, Bombay).
- (48) Letters to and from Mahatma Gandhi (Microfilms received from Gazetteers Department, Bombay).
- (49) *Tarikh-i-Adil Shah Sani* by Saiyyad Nurule.
- (50) History of Holkar Rajas of Indore (Photocopies, India Office Library and Records, London).
- (51) Lists of the Forts and Strongholds under the Civil Department of the Bombay Presidency, Printed at the Secretariat press, Military Department, 1862 (Typed Copy).



## CHAPTER X

### SELECTIONS AND PUBLICATIONS BASED ON THE RECORDS

The Records in Bombay Archives contain mines of information for the historian and the administrator. Problems regarding agriculture, forest, revenue settlement, roads, hospitals, etc. have been discussed by men of knowledge and experience. Many of the vexed problems, they discussed, are yet to find ultimate solutions and a study of the archives should prove very helpful and stimulating. Geographical information of the greatest value lies buried and forgotten in numerous volumes. Minutes of the distinguished men who ruled this Presidency form a store house of valuable knowledge regarding civil and judicial administration of the land. There is hardly a question regarding administration which has not been discussed by them and their opinion would be of great value in moulding the administration of the day.

Even in the days of the British administration, utility of these archives as source material for history had been fairly realised. The Government of Bombay took up in the 19th century the publication of "*Selections from the Records of the Government of Bombay*" for immediate administrative use. Between 1852 and 1920, no less than 589 volumes of *Selections* were printed : 15 in 'Old Series', 565 in 'New Series' and 9 in 'Irrigation Series'. Of these, about 440 deal with the Survey and Settlement Operations and about 140 with other subjects. Out of the 140 other subjects, 3 (City Surveys), 17 (Statistics of Revenue and other economic and historical facts about Native States), 16 (*Inams*, *Watans* and Special Tenures, such as *Talukdari* and *Khoti*) and 14 (Irrigation) may be classed as akin to the Survey and Settlement Reports, leaving 90 as 'Miscellaneous'. Selection No. 532 gives the Joint Report of 1847 on the principles of Survey and Settlement and No. 197 gives an interesting account of old Ratnagiri Settlement problem.

A *Survey and Settlement Report* summarizes the past history of the tract, especially from a land revenue and agricultural standpoint, and discusses its climate, population, agriculture, trade and industries, and all connected matters (health, education, communication, etc.) giving all available statistics and references to any previous discussion of a like nature. Then it discusses the existing land revenue settlement, if any, or the existing demand for land revenue, the rental value of land, the system of tenure; and, if it is an original report, gives details of the method and

results of survey and classification of the soil. It then proposes grouping of the villages into homogeneous blocks, and recommends what should be the rates of land tax or State share of the rental value for each group. If it is a second or third revision of settlement, the discussion of history, climate, etc., is curtailed, and the report limited to the new statistics and experiences of the expiring settlement period. Thus these reports are valuable for the economic, social and general history of the tract. The tract itself usually consists of a '*Taluka*', an administrative area, of which on an average about 10 make up a 'District'. But sometimes several *talukas* are dealt with in one *Selection*. Sometimes only a group of villages, or even a single village not included with the rest of the *talukas* is dealt with.

The remaining 90 miscellaneous *Selections* deal with various subjects, viz. Cotton Ginning, Deccan Agriculturists' Relief Act, Docks, Foreign Countries (Baluchistan to Zanzibar), Forests, Harbour of Bombay and reclamations, Historical and Archaeological Notes, Infanticides, Irrigation, Jail Administration Reports, Legislative Council Rules, Military Minutes, Municipal matters, Pearl Fisheries (Ceylon), Police Administration Reports, Rail and Tramways, Rainfall and Climate, Rivers, Road, Salt, Scientific Meteorology, Sind matters, Water supply, etc. A list of the titles of these *Selections* is available in Bombay Archives.

The real work of compiling selections from the records for historical use was done by Sir G. W. Forrest. He brought out "*Selections from the Letters, Despatches, and other State Papers preserved in the Bombay Secretariat*", published during 1885-1906 in three series : (1) Maratha, (2) Home and (3) Travels and Journals. In the '*Maratha Series*' it was the intention to trace, with the help of records in the Bombay Record Office, the history of the Marathas from their founder Shivaji and his father to their defeat by the British in 1818. The '*Home Series*' mostly dealt with the administration of Surat and Bombay Presidencies in the 17th century, while the '*Travels and Journals Series*' included selections from journals, preserved in the Record Office, of officials who undertook journeys to Afghanistan, Persia and Arabia.

The Bombay Records were carefully studied by Grant Duff during the preparation of his "*History of the Mahrattas*". In his Preface to the first volume, he writes, "Mr. Elphinstone, when governor of Bombay, gave me free access to the records of that government; I had read the whole both *public* and *secret* upto 1795, and had extracted what formed many large volumes of matter relative to my subject, when Mr. Warden

the chief Secretary, who had from the first afforded every facility to my progress, lent me a compilation from the records, made by himself, which shortened my subsequent labours and afforded materials amply sufficient, as far as regarded English history, for the years that remained.

The East India Company's Records in Bombay Archives are stated to have been consulted by Mountstuart Elphinstone also for his "*History of India*". These records were the sole source of the compilation of "*Materials towards a Statistical Account of the Town and Island of Bombay*", 3 volumes, 1894, edited for Government by Sir James Campbell, on which the "*Gazetteer of Bombay City and Island*" was afterwards to some extent based. Detailed references to the records are given in footnotes throughout the former work. The records were also largely drawn upon for the other volumes of the "*Gazetteer of the Bombay Presidency*", which also contain references to them in the footnotes here and there.

Copies of the Presidency Diaries and of certain other records were sent contemporaneously under standing orders to the Court of Directors, and have been utilized in the compilation of William Foster's series of volumes of calendars entitled "*The English Factories in India*". The Bombay Records, however, contain much matter which is unique, having no counterpart in the India Office records.

Apart from these Governmental publications the documents from *Public* and *Political* and *Secret Departments* in connection with the Siddis of Janjira and their relations with the English were published by Dr. D. R. Banaji in his book *Bombay and the Siddis*, in 1932. In collaboration with Father J. M. Gense, Dr. Banaji edited documents in the Bombay Record Office dealing with Mostyn appointed to conduct negotiations with the Poona Government (*vide* Gense and Banaji, *The Third English Embassy to Poona*, Bombay, 1934). The documents connected with the beginning of the Gaikwad's rule in Gujarat till the surrender of their sovereignty to the British have been collected and published by Father Gense and Dr. Banaji in 10 volumes between 1936 and 1945 (*The Gaikwads of Baroda, English Documents*, Vols. 1 to 10, Bombay 1936-45). Shri B. K. Shrivastava of St. Xavier's College has published some documents relating to the Angreys (*The Angreys of Kolaba in British Records, 1718 A. D. to 1884 A. D.*, Poona, 1950).

Political relations of the Company's Government of Bombay with the neighbours is the subject matter of the Secret and Political Department series of Bombay Records. The Company's possessions on the west coast

lay contiguous to Maratha country and have therefore proved of absorbing interest to those interested in Anglo-Maratha relations. Of late this valuable source material of Indo-British history is being fully utilised by a number of research workers. Particular research works recently published by Dr. S. P. Verma (*A Study in Maratha Diplomacy*, Agra, 1956) and Dr. Sailendra Nath Sen (*Anglo-Maratha Relations*, Calcutta, 1961) are based on these records. A number of Research Scholars, including foreigners from different parts of the world, visit the Bombay Archives and write their theses and research dissertations based on the archival material in this repository (*vide* Appendix H).

The 'Peshwa Daftar' in Pune Archives was first examined by G.C. Vad and D. B. Parasnis for preparing the selections that became known as Vad's *Peshwa Diaries* in 14 volumes. Dr. G. S. Sardesai, at the instance of Government of Bombay, edited with a group of assistants 45 volumes of *Selections from the Peshwa Daftar*. The English records of the Poona Residency and the Deccan Commissioner's files can be called supplementary records of the 'Peshwa Daftar'. The Poona Residency Records have been published in 14 volumes.

Two volumes each in the series '*Persian Records of Maratha History*' and '*Selections from the Peshwa Daftar-New Series*' have been published since the inception of the Directorate of Archives in 1947. Eleven numbers of *Maharashtra Archives Bulletin*, containing material extracted from unpublished sources bearing on topics of historical interest, have been published during last years.

A list of publications, based on records, published by the Government of Bombay and the Directorate of Archives is as follows :—

1. *Selections from the Records of the Government of Bombay*, (1852-1920):— Old Series—15 Volumes.  
New Series—580 Volumes.  
Irrigation Series—9 Volumes.
2. *Preliminary Report on Government Records*, by Maj. Thomas Candy, 1864.
3. *Selections from Letters, Despatches and other State papers preserved in Bombay Secretariat*, edited by G. W. Forrest, (1885-1889).—
  - (i) Maratha Series, Vol. I, Parts I, II, III.
  - (ii) Home Series, Vols. I and II.
  - (iii) Index to both the series (Maratha and Home Series).

4. *Alphabetical Catalogue of the contents of the Bombay Secretariat Record* (1630-1780), Edited by W. G. Forrest, 1887.
5. *Selections from the Travels and Journals preserved in the Bombay Secretariat*, Edited by G. W. Forrest, 1906.
6. *Selections from State Papers Bombay*, re: East India Co.'s connections with Persian Gulf with a summary of events 1600-1800, edited by G. W. Forrest, 1906.
7. *Press Lists of Ancient Documents preserved in the Bombay Record Office*.—
  - (i) 1646—1700,
  - (ii) 1700—1719,
  - (iii) 1720—1740,
  - (iv) 1740—1760.
8. *Selections from the Satara Rajas' and the Peshwas' Diaries* (prepared by the late Rao Bahadur G. C. Vad and published by the Poona Deccan Vernacular Translation Society, Volumes I to IX, 1906-1911.)
9. *Selections from the Government Records in the Alienation Office, Poona* (selected by Rao Bahadur G. C. Vad, and Edited by P. V. Mawjee and D. B. Parasnis, 4 Volumes, 1908-1914.)
10. *A Handbook of the Bombay Government Records*, by A. F. Kinderley, 1921.
11. *Selections from the Peshwa Daftar*. Edited by G. S. Sardesai, Volumes 1 to 45, 1930-1934.
12. *Foreword to Selections from the Peshwa Daftar* by Sir Jadunath Sarkar, 1933.
13. *Indexes to Selections from the Peshwa Daftar Vols. 1-25*.
14. *Hand Book to the Records in the Alienation Office, Poona*, by G. S. Sardesai, 1933.
15. *Selections from the Peshwas' Daftar* (Persian), Edited by Dr. M. Nazim, 1933.
16. *Poona Residency Correspondence* (English Records of Maratha History)—Vol. I—Mahadji Sindhia & North India Affairs, 1785-94, Edited by J. Sarkar, 1936.
- Vol. II—Poona Affairs (Malet's Embassy), 1786-1797, Edited by G. S. Sardesai, 1936.

- Vol. III—The Allies war with Tipu Sultan, 1790-93, Edited by N. B. Roy, 1937.
- Vol. IV—Maratha—Nizam Relations, 1792-95, Edited by V. G. Dighe, 1938.
- Vol. V—Nagpur Affairs, 1781-1820, Edited by Y. M. Kale, 1939.
- Vol. VI—Poona Affairs (Palmer's Embassy) 1797-1801, Edited by G. S. Sardesai, 1939.
- Vol. VII—Poona Affairs (Close's Embassy), 1801-1810, Edited by J. N. Sarkar, 1940.
- Vol. VIII—Daulat Rao Sindhia & North Indian Affairs, 1794-99, Edited by J. N. Sarkar, 1943.
- Vol. IX—Daulat Rao Sindhia & North Indian Affairs, 1800-1803, Edited by Raghubir Sinh, 1943.
- Vol. X—Treaty of Bassein and war in the Deccan, 1802-1804, Edited by Raghubir Sinh, 1951.
- Vol. XI—Daulat Rao Sindhia's Affairs, 1804-1809, Edited by N. B. Roy, 1943.
- Vol. XII—Poona Affairs : Elphinstone's Embassy, 1811-1815, Edited by G. S. Sardesai, 1950.
- Vol. XIII—Poona Affairs : Elphinstone's Embassy, 1816-1818, Edited by G. S. Sardesai, 1953.
- Vol. XIV—Sindhia's Affairs, 1810-1818, Edited by J. Sarkar, 1951.
- Extra Volume—Selections from Sir G. W. Malet's Letter-Book, 1780-84, Edited by Raghubir Sinh, 1940.
17. *News-Letters of the Mughal Court* (Reign of Ahmad Shah, 1751-52 A.D.), Edited by B. D. Verma, 1949.
18. *Persian Records of Maratha History*, Vol. I—Delhi Affairs (Poona Parasnis Collection), Edited by J. N. Sarkar, 1953.
- Vol. II—Sindhia as Regent of Delhi, Edited by J. N. Sarkar, 1954.
19. *Historical Selections from Baroda Records* (New Series), Vol. I, Edited by V. G. Joshi, 1954.
20. *Descriptive Catalogue of Secret and Political Department Series*, 1755-1820, Dr. V. G. Dighe, 1954.
21. *Selections from Peshwa Daftar* (New Series), Edited by Dr. P. M. Joshi.

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22. *Historical Genealogies*, Edited by G. S. Sardesai, 1957.
23. *Facsimile Handwritings of the Notable Personalities of Maratha History* (in Marathi), Edited by Dr. M. G. Dikshit and V. G. Khobrekar, (with the assistance of other Staff members), 1969.
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26. *Descriptive Catalogue of the Nivadi Daftar* (Kolhapur Archives), 1971.
27. *Konkanchya Itihasachi Sadhane* (In Marathi), Edited by V. G. Khobrekar and S. S. Shinde, 1971.
28. *Tarikh-i-Dilkasha* (Sir Jadunath Sarkar Birth Centenary Commemoration Volume) Edited by V. G. Khobrekar (with the help of Shri S. P. Desai), 1972.
29. *Records of Shivaji Period* (Chhatrapati Shri Shivaji Maharaj Coronation Tercentenary Commemoration, Volume I). Edited by V. G. Khobrekar (with the help of S. P. Desai, Smt. S. N. Shastri & S. R. Purohit), 1974.
30. *Descriptive Catalogue of the Parasnisi Daftar* (Kolhapur), 1975.
31. *Aitihasik Sadhane, 1688-1821* (in Marathi), Edited by S. V. Avalaskar, 1963.
32. *Ibrahim Nama* (of Abdul Dihlawi), Edited by D. V. Chauhan, 1973.
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- No. 7—(i) The Konkan Railway, (ii) Literary Reviews by the Dakshina Prize Committee, (iii) Itineraries of the Peshwas and Haripant Phadke. [Y. R. Tamhane, S. P. Desai, and B. D. Apte], 1970.
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35. *Putabhilekh Samrakshan va Suchikaran Samiticha Ahwal* (Marathi—Report of the Committee appointed by Government to advise on preservation and cataloguing of the Government Records), 1971.
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38. *Aurangabad—Queen of the Deccan*, Compiled by D. R. Amladi & P. N. Narkhede, Edited by Dr. B. G. Kunte, 1978.

39. *Hot Springs in Bombay Presidency*, Compiled by S. R. Purohit, Edited by Dr. B. G. Kunte, 1978.

40. *Illustrative Modi Documents*, Edited by Dr. B. G. Kunte, Associates : V. T. Gondil and H. N. Bakshi, 1978.

41. *Maps of India*, Editor : Dr. B. G. Kunte, Associates : V. T. Gondil and A. K. Kharade, 1978.

42. *The Handbook of the Bombay Archives*, Compiled by Sanjiv P. Desai, Associate Compiler—R. S. Pednekar, Edited by Dr. B. G. Kunte, 1978.

## APPENDIX A

### Maharashtra State Archives Research Rules, 1975

(Government Resolution, General Administration Department No. REC-1066/114466-IV dated 5th August 1975)

1. All records of the Government of Maharashtra on which notings ended on the 31st December 1945 in the custody of the State Archives i.e. the Bombay Archives, the Alienation Office, Pune, the Kolhapur Record Office, Kolhapur, the Regional Offices of the Department of Archives at Nagpur and Aurangabad and in the custody of the Departments of the Secretariat, the Heads of Departments and the Heads of Offices shall become open for inspection by bonafide Research Scholars, provided that Secret and Confidential records in the custody of the Departments of the Secretariat, the Heads of Departments and the Heads of Offices shall not be open for such inspection unless the bonafide Research Scholars are specifically permitted by the concerned Officers.

2. The records in the Bombay Archives shall be open for consultation from 10-30 a.m. to 4-30 p.m. and in other offices from 11-00 a.m. to 5-00 p.m. on all working days.

3. The records relating to Inter-State Border disputes and those affecting the security and integrity of the State/Nation shall not be open for consultation.

4. The records from the 1st January 1946 shall be treated as "Closed" records. Permission to consult these "Closed" records shall be given by Government in the General Administration Department only in special cases. The excerpts from such records that Researchers may retain for their purposes shall be got cleared from Government before their release.

5. All bonafide Research Scholars are permitted to consult "Open" records relating to the leaders who may be active politically at present. If, however, request for photostat copies/microfilms of manuscript documents written by or containing the signatures of such political leaders (which may be contained in the files) are received, they shall be examined with a view to ensuring that the publications of such photocopies/microfilms is not likely to cause any embarrassment to such political leaders. Such request shall be referred to the concerned Administrative Departments of the Secretariat and the General Administration Department for further consideration even though they relate to the "Open" records.

6. A bonafide Research Scholar wishing to consult Government records shall apply in writing to the authorities concerned in the prescribed form appended as Annexure : 1. The authorities concerned may at their discretion require a bonafide Research Scholar to produce satisfactory proof of his being a bonafide Research Scholar from a competent authority.

7. Foreign nationals who wish to have access to the "Open" records shall apply in writing to Government in the General Administration Department for necessary permission, and they shall produce a letter of accreditation from the Embassies of their respective countries in India certifying that they are bonafide Research Scholars.



Members of the staff from foreign Embassies, High Commissions, Consulates and Trade Missions whether stationed in Bombay or in any other place in India, shall in addition, produce a letter of recommendation from the Ministry of External Affairs, Government of India, New Delhi.

8. The records shall normally be open for consultation by the following :—

(i) Ordinary and Corresponding Members of the Indian Historical Records Commission;

(ii) Vice-Chancellors, Pro-vice-Chancellors, Professors and Readers of a recognised University in India;

(iii) Post Graduate Research workers of a recognised University who produce a certificate from the Vice-Chancellor or the appropriate Professor of their University, or the Principal of a Post-Graduate College, or any further evidence that the concerned authorities may consider necessary;

(iv) Any official of the Government of Maharashtra with the approval of Government in the General Administration Department;

(v) Any other person with the approval of Government in the General Administration Department on special grounds.

9. The inspection of records shall be allowed only in the record rooms of the concerned Offices.

10. Permission for inspection of "Open" records shall include permission for taking out copies of such records. However, specific permission of the concerned authorities shall be taken before microfilming and photo-copying records.

11. A Research Scholar who is granted permission to consult Government records shall deposit a copy of his work based on such records with the concerned Government Office as soon as it is published.

12. The permission so granted to consult Government records shall remain valid only for one year from the date from which it is granted. If the inspection of the records is not completed within the period of one year, a further application shall be necessary for grant of permission to continue to consult Government records.

13. A requisition slip appended as Annexure : 3 shall be written clearly and signed by every bonafide Research Scholar for each paper/document he may require. The requisition slip shall be returned when the requisitioned records are handed over to the officials of the concerned offices. So long as the requisition slip remains in the possession of the concerned officials, the Researcher concerned shall be held responsible for the records indicated on the requisition slip.

14. Not more than 5 volumes shall be given to any person, except members of Staff, at a time. This rule may, however, be relaxed at the discretion of the Officer in charge of the Records.

15. Records and reference books must be treated with great care. No Researcher shall lean or write on documents or put one document on top of another document or lay note-book or paper on them when taking notes. A Researcher shall point out to the official concerned any defect in or damage to a document or book at the time of borrowing the records. No sort of mark by pen, pencil etc. may be made on any record. Tracing is not permitted.

16. Silence shall be maintained in the record rooms. Smoking is strictly prohibited. No Researcher may chew pan or tobacco or like substance in the record rooms, nor should he place any articles of food or drink or ink bottles on tables meant for keeping records, documents or other papers. No umbrellas, sticks or bags shall be taken into the record room.

17. A Researcher who intends to take photocopies of the documents shall submit a list of documents to be photocopied. He shall, however, make his own arrangements for photocopying the material pertaining to his subject of research in the record rooms of the offices concerned.

18. The authorities concerned are empowered to refuse permission to consult Government records for :—

(i) wilful breach of foregoing rules and regulations;

(ii) persistent disregard to the officer's authority;

(iii) damage of any sort to any Government records;

(iv) language, conduct, habits, dress or anything else offensive or likely to cause offence to other occupants of record rooms.

19. In case of any doubts or any disputes concerning these rules and their interpretations, the decision of Government in the General Administration Department shall be final and binding.

By order and in the name of the Governor of Maharashtra,

S. K. GUHA,

Secretary to the Government of Maharashtra,  
General Administration Department.



## ANNEXURE 1

(Rule 6)

Form of application for admission to the Record Room of the

(Name of the Department/Office)

To

Sir,

I beg to apply for permission to do research in the Records of your office. I promise to comply with the rules and conditions in force there.

1. Name (in block letters) ..
2. Degrees .. ..
3. Designation .. ..
4. Profession .. ..
5. Domicile .. ..
6. Present Address .. ..
- 6-A. Permanent address .. ..
7. Subject of Research .. ..
8. Purpose of Search (e.g. for Ph.D. degree, etc).
9. Period for which admission is sought for.
10. Particulars of records to be consulted.

	Department	Period	Remarks
1.			
2.			
3.			
4.			

Date :

Place :

(Signature)

To be filled in by the person recommending the application.

1. \*Recommended by (Name in Block Letters).
2. Profession .. ..
3. Address .. ..

Date :

Place :

(Signature)

\*The application should be recommended by the Head of a Research Institute or a Research Scholar of eminence. No recommendation is necessary in case of members of the Indian Historical Records Commission and Professors or Readers of recognised Universities.

## ANNEXURE 2

## FORM OF UNDERTAKING (Vide appendix A)

Name .. ..

Postal Address .. ..

No. and date of grant of permission ..

Subject and period of Research ..

Approximate date of submission of thesis or work.

I hereby give an undertaking that :—

(1) the substance only of what is gathered from a perusal of the records will be made use of for the purpose of my work or thesis;

(2) that no copies or extracts from the 'closed' records will be taken without permission; and

(3) that I will deposit a copy of my thesis or work with you as soon as it is published.

Date :

Place :

(Signature)

## ANNEXURE 3

## Requisition slip (Rule 13)

Date	Particulars of records required for consultation.	Date	Particulars of records required for consultation.
	1.		1.
	2.		2.
Place :	Name and Signature of Researcher.	Place :	Name and Signature of Researcher.

## ANNEXURE 4

Detailed list of excerpts taken from records  
(Rule 4, 5 and 6)

Date	No. and Year of record consulted	Particulars of excerpts	Remarks

## APPENDIX B

Government Resolution prescribing Rates for supplying certified copies from Government Records.

## GOVERNMENT OF MAHARASHTRA

## GENERAL ADMINISTRATION DEPARTMENT

Resolution No. REC.1071/71814

Sachivalaya, Bombay-400 032, dated 19th August 1975

*Read.*—Letter No. 359/2364 of 1971, dated the 7th October 1971 and No. 16/1256 of 1975, dated the 15th April 1975 from the Director of Archives and Archacology, Maharashtra State, Bombay.

**RESOLUTION.**—In modification of the orders issued in Government Notification, Revenue Department, No. 2023, dated the 14th March 1889, and General Department Notification No. 4138, dated the 9th August 1909, prescribing the rates for Inspection, search of obtaining copies of documents from the record of the Secretariat, Government is pleased to prescribe the following revised rates for supply of certified copies from Government records in the State Archives :—

*Search Fees*

- (1) Record (Printed) like Gazettes, News paper files, etc., Rs. 15 per day.
- (2) Record (manuscript) like Diaries, Volumes, files (English and Marathi), Rs. 20 per day.
- (3) Record (Manuscript) Modi documents, Rs. 25 per day.

*Copying Charges*

- (1) Records (Printed) like Gazettes, News-papers, Books, etc. 40 paise—for 100 words or fraction thereof and 75 paise for a tabular form of one sheet of page.
- (2) Records (Manuscripts) like Diaries, volumes, files, etc. (English and Marathi). Rs. 3 per sheet or page.

This Resolution issues with the concurrence of the Finance Department *vide* its un-official reference No. 20443/1691/75/F-12, dated the 2nd August 1975.

By order and in the name of the Governor of Maharashtra,

S. M. LAXANE,  
Under Secretary to Government.

## APPENDIX C

List of old records of which type-written copies have been made

## 1. MILITARY DEPARTMENT

<i>Full Diaries</i>		
Diaries Nos.	Diaries Nos.	Diaries Nos.
46 of 1801	138 of 1808	170 of 1810
46 of 1801	139 of 1808	173 of 1810
84 of 1805	140 of 1808	177 of 1810
85 of 1805	142 of 1809	178 of 1810
86 of 1805	144 of 1809	183 of 1811
87 of 1805	146 of 1809	184 of 1811
124 of 1808	147 of 1809	185 of 1811
125 of 1808	148 of 1809	186 of 1811
126 of 1808	150 of 1809	187 of 1811
130 of 1808	151 of 1809	188 of 1811
132 of 1808	152 of 1809	212 of 1812
133 of 1808	153 of 1809	219 of 1812
135 of 1808	154 of 1809	220 of 1812
136 of 1808	161 of 1810	230 of 1813
<i>Portions</i>		
43 of 1800	83 of 1805	131 of 1808
49 of 1801	101 of 1806	137 of 1808
80 of 1805	115 of 1807	174 of 1810
81 of 1805	127 of 1808	214 of 1812

## 2. PUBLIC DEPARTMENT

<i>Full Diaries</i>		
1 of 1720	19 of 1746	72 of 1777
2 of 1724	21 of 1748	75 of 1779
3 of 1728	23 of 1750	78 of 1781
4 of 1731	24 of 1751	79 of 1781
5 of 1732	27 of 1754	85 of 1785
6 of 1733	29 of 1756	87 of 1785
7 of 1734	30 of 1757	90 of 1787
9 of 1736	31 of 1758	92 of 1788
10 of 1737	42 of 1764	94 of 1789
11 of 1738	61 of 1772	98 of 1791
12 of 1739	62 of 1772	99 of 1791
13 of 1740	65 of 1774	100 of 1792
14 of 1741	66 of 1774	104 of 1793
15 of 1742	67 of 1775	109 of 1794
16 of 1743	68 of 1775	112 of 1795
17 of 1744	69 of 1776	113 of 1795
18 of 1745	70 of 1776	114 of 1795

*Full Diaries—contd.*

Diaries Nos.	Diaries Nos.	Diaries Nos.
115 of 1795	255 of 1808	295 of 1810
126 of 1797	257 of 1808	296 of 1810
131 of 1798	258 of 1808	297 of 1810
138 of 1799	261 of 1809	299 of 1810
139 of 1799	262 of 1809	300 of 1810
142 of 1799	266 of 1809	301 of 1810
143 of 1799	267 of 1809	302 of 1810
155 of 1801	275 of 1809	303 of 1810
156 of 1801	283 of 1810	308 of 1810
158 of 1801	284 of 1810	308A of 1810
200 of 1805	285 of 1810	327 of 1811
201 of 1805	286 of 1810	329 of 1811
204 of 1805	288 of 1810	341 of 1812
221 of 1806	289 of 1810	363 of 1814
223 of 1806	290 of 1810	364 of 1814
224 of 1806	291 of 1810	
254 of 1808	292 of 1810	
<i>Portions</i>		
8 of 1735	108 of 1794	135 of 1798
33 of 1759	116 of 1796	136 of 1798
82 of 1783	118 of 1796	141 of 1799
88 of 1786	119 of 1796	204 of 1805
93 of 1788	120 of 1796	261 of 1809
102 of 1792	124 of 1797	275 of 1809
105 of 1793	130 of 1798	283 of 1810

*Order Books*

Order Books Nos.	Order Books Nos.	Order Books Nos.
5 of 1774	8B of 1777	61 of 1786
7A of 1775-76	14 of 1785	23 of 1791
8A of 1776	15 of 1785	64 of 1802

*Letters to the Court of Directors*

Vols. Nos.	Vols. Nos.
1746-49	28 of 1785-86

*Portions**Letters to the Court of Directors*

Vols. Nos.	Vols. Nos.
27 of 1783-84	29 of 1788-92

*Letters from the Court of Directors*

Vols. Nos.
2 of 1742-1800

*Secretariat Inward Letter Books*

Vols. Nos.	Vols Nos.
2 of 1740	3 C of 1742-43
3 of 1741-42	4 of 1743-44

## 3. REVENUE DEPARTMENT

*Full Diaries*

Diaries Nos.	Diaries Nos.	Diaries Nos.
8 of 1789	69 of 1810	80 of 1812
17 of 1796	71 of 1810	81 of 1812
24 of 1799	72 of 1811	82 of 1812
64 of 1808	77 of 1812	109 of 1816

*Portions*

15 of 1796	18 of 1797	110 of 1816
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## 4 JUDICIAL DEPARTMENT

*Full Diaries*

2 of 1796	29 of 1805	54 of 1810
3 of 1796	50 of 1809	97 of 1815
28 of 1804	53 of 1810	87 of 1816

*Portions*

5 of 1796	7 of 1797
6 of 1796	10 of 1798

## 5. SECRET AND POLITICAL DEPARTMENT

*Full Diaries*

15 of 1774	165 A of 1805	280 of 1812
16 of 1775	166 of 1805	291 of 1815
18 of 1777	228 of 1808	292 of 1815
19 A of 1778	259 of 1808	294 of 1816
99A of 1800	278 of 1812	295 of 1816

*Portions*

17 of 1776	80 of 1799	153 of 1803
19 of 1778	96 of 1800	177 of 1806
30 of 1784	110 of 1801	220 of 1808
57 of 1797	130 A of 1802	227 of 1808
59 of 1798	131 of 1802	256 of 1808
71 of 1798	133 of 1802	

## 6. POLITICAL DEPARTMENT

*Full Diaries*

322 of 1809	383 of 1812	400 of 1813
369 of 1811	388 of 1812	448 of 1818
370 of 1811	393 of 1813	472 of 1819
375 of 1811	399 of 1813	

*Portions*

## Diary No.

303 of 1817

*Minute Books*

## No.

78 of 1840

## 7. FINANCIAL DEPARTMENT

*Full Diaries*

Diaries Nos.	Diaries Nos.	Diaries Nos.
3 of 1812	7 of 1813	12 of 1814
4 of 1812	9 of 1814	

## 8. GENERAL DEPARTMENT

*Letters to the Court of Directors*

No. 106 of 1857

## APPENDIX D

### List of subjects allotted to Secretariat Departments

(From *The Maharashtra Government Rules of Business*, General Administration Department, 26th June 1975)

#### (I) Subjects allotted to the General Administration Department

##### I-General Division

1. Appointment and leave of the Governor.
2. Expenditure in connection with the residences of the Governor (including works expenditure).
3. Arrangements for meetings of the Council of Ministers.
4. Appointment of High Court Judges.
5. Appointment of Special Executive Magistrates (*See* entry No. 13 under Home Department).
6. Appointment of the Sheriff of Bombay.
7. Foreign Affairs, entering into treaties and agreements with foreign countries and implementing of treaties, agreements and conventions with foreign countries ; extradition.
8. Admission into and emigration and expulsion from India, foreign missionaries in India, pilgrimages to places outside India (*See* also entry No. 2 under Urban Development and Public Health Department).
9. Citizenship.
10. Inter-State migration.
11. Preventive detention for reasons connected with defence, foreign affairs, or the security of India; persons subjected to such detention.
12. Gifts received from CARE, INC or other organisations in the United States of America or from any other foreign countries.
13. Ecclesiastical affairs, including European Cemeteries (*See* entry No. 3 under Urban Development and Public Health Department and entry No. 16 under Rural Development Department).
14. Passports and visas.
15. Extradition of foreigners.
16. Hospitality Organisations.
17. Protocol.
18. Ceremonials including receptions, etc. of illustrious personages, national dress, official mourning etc.
19. Consular officers including appointments, leave etc.
20. Warrant of precedence and Table of precedence.
21. The Constitution of India.

22. Elections to the Parliament and to the Legislature of the State subject to the provisions of the Constitution and of any order made by law by Parliament.
23. Census.
24. Saranjams.
25. Upayanagar.
26. State Gazetteers, memoirs, etc.
27. Certificates of age and Nationality.
28. Literary and Scientific Associations.
29. Official Languages and all matters pertaining thereto and the Directorate of Languages.
30. Hindi Examinations.
31. Political Pensions and Pensions to persons who had participated in the Freedom Struggle of the Nation.
32. Resettlement of ex-Servicemen—
  - (i) Maharashtra State Soldiers, Sailors and Airmen's Board and Training Centre.
  - (ii) Precadet Training Centres.
  - (iii) Feeding Centres.
  - (iv) Gallantry awards to military personnel.
33. Allotment of office accommodation to Government offices in Greater Bombay.
34. Allotment of Government telephones in Greater Bombay.
35. Posts and telegraphs, including telephones but not including village telephone system, wireless and other like forms of communications, Post Office Savings Bank (*See* also entry No. 24 under Public Works and Housing Department and entry No. 22 under Home Department).
36. Matters relating to the establishment of the Chief Minister, Ministers, Ministers of State and Deputy Ministers.
37. Matters pertaining to grant of motor cars, scooters and other mechanically propelled vehicles from Government quota (*See* entry No. 27 under Home Department).
38. Requisitioning of premises under the Bombay Land Requisitions Act, 1948 (Bom. XXXIII of 1948).
39. Allotment of residential accommodation to Government servants in Greater Bombay (*See* entry No. 28 under Public Works and Housing Department).
40. Secretariat Standing Orders, Government Records, Memorials, Rules regarding the disposal of complaints and representations, etc. from members of the public; official correspondence.
41. Work relating to records and manuscripts.
42. Public Holidays.
43. Bombay Presidency War and Relief Fund.
44. Administration Reports.
45. Supply of clothing, uniforms, kamblis and umbrellas to class IV employees.

46. Chief Minister's Donation for Charitable Purposes Fund.

*II-Personnel Division*

47. State Public Service Commission.
48. Maharashtra Public Service (Subordinate Selection) Board.
49. All matters affecting the All India Services and posts thereunder including postings, transfers, promotions, deputations, grant of leave etc. of and to such All India Service Officers.
50. Safeguarding of the rights and legitimate interests of all establishments.
51. Classification and Recruitment Rules.
52. Measures to secure equality of opportunity for employments to all citizens of India and adequate representation to the backward classes including economically backward classes in the public service.
53. Conduct, Discipline and Appeal Rules, including the Government Servants Conduct Rules.
54. Administration of the Maharashtra Essential Services Maintenance Act (See entry No. 32 under Industries, Energy and Labour Department).
55. Department and Regional Language Examinations for Government Servants.
56. Rules of Family Pension Funds including I. C. S. Family Pension Fund and Superior Services (India Family Pension Fund).
57. Rules of Provident Funds (including those relating to All India Services).
58. Government Servants' Associations.
59. Appointments, postings, transfers, promotions, conduct, grant of leave, etc. of officers of State Services.
60. Union Agencies and instructions for professional, vocational or technical training or the promotion of special studies or research.
61. Maharashtra Lokayukta and Up-lokayukta Act, 1971.
62. Commission of Enquiry.

*III-Administrative Reforms and Training Division*

63. Rules of Business and Instructions thereunder.
64. Organisation and Methods.
65. Work-study.
66. Administrative Staff College of Maharashtra.

*IV-Information and Public Relations Division*

67. Information, Public Relations, Publicity and Rural Broadcasting.
68. Broadcasting (See also entry No. 35 above).
69. The office of the Examiner of Books and Publications.
70. Newspapers, books and printing process (including the Press and Registration of Books Act, 1867 and other legislations dealing with printed matter). (See also entry

No. 8 under Education and Youth Services Department and entry No. 6 under Industries Energy and Labour Department).

71. Sanctioning of cinematograph films for exhibition.

72. Encouragement of the production and distribution of Indian films and exhibition and use of educational and scientific films (See also entry No. 19 under Home Department).

*V-General*

73. Any subject not mentioned elsewhere in the First Schedule to the Rules of Business.

74. Writing off of decretal dues in respect of any subject allotted to the General Administration Department.

75. Inquiries and Statistics for the purpose of any of the matters in this list.

76. Fees in respect of any of the matters in this list but not including fees taken in any Court.

77. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the General Administration Department.

(2) Subjects allotted to the Home Department

*I-Home*

1. Public Order.
2. Police including Railway and Village Police.
3. (i) The Bombay Lotteries (Control and Tax) and Prize Competitions (Tax) Act, 1958.
- (ii) The Prize Competitions Act, 1955.
4. Betting and Gambling.
5. Offences against laws with respect to any of the matters in this list.
6. Criminal Lunatics (See also entry No. 28 under Urban Development and Public Health Department).
7. Process serving on convicts and lunatics.
8. Explosives.
9. Control, Transport, Storage, Production, Refining and blending of Petroleum and other inflammable substances under the Petroleum Act, 1954, Carbide and Calcium Rules. (See also entry No. 29 under Industries, Energy and Labour Department).
10. Exhumations, missing persons, estate of deceased persons.
11. Administration of borstal schools and institutions (See also entry No. 17 under Social Welfare, Cultural Affairs, Sports and Tourism Department).
12. Arms, firearms and ammunitions.
13. Grant of withdrawal of magisterial powers of Executive Magistrate. (See entry No. 5 under General Administration Department).



14. Examination of clauses of all Bills relating to imposition by legislation of punishments by fine, penalty or imprisonments, for enforcing any law of the State.

15. Coroners.

16. Naval, Military and Air Forces and any other armed forces of the Union, Central Bureau of Intelligence and Investigation including—

(i) Internal security and Defence of India (Naval, Military or Air). Matters, bearing on Internal Security (including the use of Naval, Military or Air Forces in aid of Civil Powers).

(ii) Auxiliary and Indian Territorial Forces.

(iii) Promotion of Officers of the Indian Land Forces.

(iv) Recruitment and transport of troops.

(v) Other miscellaneous military matters.

17. The Emblems and Names (Prevention of improper use) Act, 1950.

18. Confidential and Secret Codes.

19. Cinemas (except encouragement of the production and distribution of Indian films and exhibition and use of educational scientific and recreational films), licensing and controlling entertainments and amusement (See also entry No. 72 under General Administration Department).

20. Preventive detention for reasons connected with the security of a state, the maintenance of public order or the maintenance of supplies and services essential to the community, persons subject to such detention including—

(i) All offences against the State including the Seditious Meetings Act and the Criminal Law Amendment Act of 1908.

(ii) Political Intelligence.

(iii) Political and communal agitations and subversive movements and preventive measures to deal with them.

(iv) Unusual occurrences, inter-communal relations, riots, disturbances. (See also entry No. 1 of this list).

21. Civil Defence, Home Guards, Village Defence parties and matters connected therewith.

22. Censorship—

(i) Postal,

(ii) Telegraph,

(iii) Press,

(iv) Telephone,

(v) Broadcasting.

## II-Jails Division.

23. Prisons and persons detained therein, arrangement with other States for the use of prisons, deportations of the military convicts except removal of persons

subjected to preventive detention for reasons connected with the security of the State, the maintenance of public order or maintenance of supply and services essential to the community.

24. Removal from one state to another state of prisoners, accused persons except of persons subjected to preventive detention for reasons connected with the security of the State, the maintenance of public order, or the maintenance of supplies and services essential to the community.

25. Probation of Offenders Act, 1958 and the Bombay Habitual Offenders Act, 1959, and the After-care Programme for released adult prisoners and Prisoners' Aid Societies.

## III-Prohibition Divisions.

26. Intoxicating liquors, that is to say, the production, manufacture, possession, transport, purchase, and sale of intoxicating liquors, drugs (including dangerous drugs) and poisons, subject to the provisions of entry No. 59 in List I in the Seventh Schedule to the Constitution of India with respect to opium. Prohibition of use of intoxicating liquors and drugs for purpose of consumption. (See also entry No. 25 under Urban Development and Public Health Department).

## IV-Transport Division

27. Vehicles including mechanically propelled vehicles, motor vehicles and public conveyances (excluding matters pertaining to grant of motor cars, scooters and other mechanically propelled vehicles from Government Quota) Road Transport Services. (See also entry No. 37 under General Administration Department and entry No. 9 under Rural Development Department).

28. Taxes on vehicles suitable for use on roads whether mechanically propelled or not. (See also entry No. 27 under Revenue and Forest Department).

29. Taxes on goods and passengers carried by road.

30. Distribution of high-speed diesel oil and price control and all matter connected with high-speed diesel oil. (See entry No. 8 under Agriculture and Co-operation Department).

31. Distribution, price control and other matters connected with tyres and tubes.

32. The Motor Cars (Distribution and Sale) Control Order, 1959, the Scooters (Distribution and Sale) Control Order, 1960 and the Tractors (Distribution and Sale) Control Order, 1971.

33. Distribution of Motor Spirit.

34. The Maharashtra Requisitioning (and Control) of Motor Vehicles Act, 1965.

35. Government Transport Service.

36. Maharashtra State Road Transport Corporation.

37. Railways and allied matters (excluding Railway over/under bridge). (See also entry No. 9 under Public Works and Housing Department.).

38. Ferries and other means of communications not specified in List I in the Seventh Schedule to the Constitution of India, minor railways subject to the provisions of List I with respect to such railways, municipal tramways, ropeways, inland water-ways and traffic thereon subject to the provisions of List I and List III in the Seventh Schedule to the Constitution of India with regard to such water-ways.

39. Major ports, that is to say the declaration and delimitation of such ports and the constitution and powers of Port Authorities.

40. Ports other than those declared by or under law made by Parliament or existing law to the major ports.

41. Light-houses including lightships, beacons and other provisions for the safety of shipping and aircraft.

42. Dues of passengers and goods carried on inland water-ways.

43. Shipping and navigation in inland waterways as regards mechanically propelled vessels and the rule of the road on such water ways; carriage of passengers and goods on inland waterways subject to the provisions of List I in the Seventh Schedule to the Constitution of India with respect to National waterways.

44. Maritime shipping and navigation including shipping and navigation on tidal water; provision of education and training for the mercantile marine and regulation of such education and training provided by the State Inland Steam Vessels Act.

45. Airways, aircraft and air navigations; provision of aerodromes, regulation and organisation of air traffic and of aerodromes; provision for aeronautical education and training and regulation of such education and training provided by the State and other agencies.

#### *V-General*

46. Writing off of decretal dues in respect of any subject allotted to the Home Department.

47. Inquiries and statistics for the purpose of any of the matters in this list.

48. Fees in respect of any of the matters in this list but not including fees taken in any court.

49. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Home Department.

#### *(3) Subjects allotted to the Revenue and Forests Department*

##### *I-Revenue Division*

1. Courts of Appeal in revenue cases. (See also entry No. 11 under Law and Judiciary Department.)

2. Acquisition or requisitioning of property; principles on which compensation for property acquired or requisitioned for the purposes of the State or for any other public purpose is to be determined and the form and manner in which such compensation is to be given.

3. Land that is to say, rights in or over land, land tenures including the relation of landlord and tenants and collection of rents; transfers and alienation of agricultural lands, ceiling on agricultural lands, agricultural loans; courts of wards; encumbered and attached estates, treasure trove.

4. Fishing rights in Government tanks. (See also entry No. 44 under Agriculture and Co-operation Department.)

5. Land revenue, including the assessment and collection of revenue, the maintenance of land records, survey for revenue purposes and records of right and alienation of revenue.

6. Duties of excise on the following goods manufactured or produced in the State and countervailing duties at the same or lower rates on similar goods manufactured or produced elsewhere in India :—

(a) Alcoholic liquors for human consumption,

(b) Medical and toilet for preparations containing alcohol,

(c) Opium, Indian hemp and other narcotic drugs and narcotics.

7. State taxes on lands and buildings excluding taxes levied by local self-governing bodies.

8. Duties in respect of succession to agricultural land.

9. Taxes on mineral rights, subject to any limitations imposed by Parliament by law relating to mineral development. (See entry No. 28 under the Industries, Energy and Labour Department).

10. Taxes on luxuries including taxes on entertainments, amusements, betting and gambling but not including exemption of any entertainments or class of entertainments from liability to entertainments duty. (See entry No. 25 under Social Welfare, Cultural Affairs, Sports and Tourism Department).

11. Rates of stamp duty in respect of documents other than those specified in the provisions of List I in the Seventh Schedule to the Constitution of India with regard to rates of stamp duty.

12. Transfer of property other than agricultural land; registration of deeds and documents.

13. Stamp duties other than duties or fees collected by means of judicial stamps but not including rates of stamp duty; Stamps, judicial and non-judicial and the duties collected thereby. (See also entry No. 11 under Law and Judiciary Department).

14. Land Development outside municipal limits.

15. Territorial changes within the State.

16. Mamlatdar's Court Act.

17. Tobacco Duty.

18. Capitation taxes, taxes on professions, trades, calling and employments, on animals and boats, taxes on advertisements other than advertisements published in newspapers. (See also entry No. 6 under Urban Development and Public Health Department and entry No. 10 under Rural Development Department).

19. Forced Labour (Impressment of Carts).

20. Territorial changes other than those within the State.

21. The survey of India. (See also entry No. 12 under Education and Youth Services Department.)

22. Opium, so far as regards cultivation and manufacture or sale for exports.

23. Boundary disputes involving other States.

24. Salt.

25. Administration of the Bombay Minor Mineral Extraction Rules, 1955 and rules corresponding thereto in force in the Hyderabad and Vidarbha areas of the State of Maharashtra.

26. Lands of the Central Government. (See also entry No. 3 under Public Works and Housing Department).

27. Taxes on tram cars. (See also entry No. 28 under Home Department).

28. Tax on urban immovable property.

29. Accommodation continuance of lands and buildings, and their acquisition under the Requisitioning and Acquisition of Immovable Property Act, 1952.
30. Requisition of land under the Bombay Land Requisition Act, 1948.
31. Excise agreements with the States in India.
32. Power Alcohol.
33. Consolidation of holdings.
34. Procedure in rent and Revenue Courts (except procedure in Courts of Appeal in revenue matters). (See also entry No. 1 of this list and entry No. 11 under the Law and Judiciary Department).
35. Education cess.
36. Pounds and Prevention of cattle trespass including cattle pounders except in the areas under the jurisdiction of Corporations and Municipalities. (See also entry No. 20 under Urban Development and Public Health Department).

#### *II-Rehabilitation Division*

37. Scarcity relief and preventive measures against food scarcity.
38. Relief on account of fire, flood and other natural or general calamities etc. (See also entry No. 14 under Public Works and Housing Department).
39. Emergency Relief Organisations. (See also entry No. 14 under Public Works and Housing Department).
40. Relief and rehabilitation of migrants from the former East-Pakistan now known as Bangladesh.
41. Rehabilitation of persons displaced by Irrigation, Hydro-electric and Multi-purpose Projects and Water Supply Projects.
42. Housing schemes; Townships and Colonies for displaced persons from Pakistan and their rehabilitation.
43. Provision of work and training facilities to displaced persons from Pakistan.
44. Administration of the Evacuee Property Act, 1950; Evacuee Interest (Separation) Act, 1951 and Bombay Refugees' Act, 1948.
45. Matters pertaining to grant of compensation of displaced persons and Displaced Persons (Compensation and Rehabilitation) Act, 1954.
46. Urban loans scheme and Burma evacuee advances.

#### *III-Forests Division*

47. Forests.
48. Regulation of trade in minor forest produce.
49. National Parks. (See also entry No. 7 under Public Works and Housing Department).
50. Vanamahotsava.
51. Protection of wild birds and wild animals.

#### *IV-General*

52. Religious and other societies and institutions excluding those in entry No. 5 under the Law and Judiciary Department.
53. Purchase of surplus military hutments.
54. Field firing and artillery practices.
55. Waqfs (not being Waqfs administered under the Waqf Act, 1954 in the Marathwada Region) and religious and charitable institutions managed under Government. (See also entry No. 5 under Law and Judiciary Department and entry No. 15 under Urban Development and Public Health Department).

56. Writing off of decretal dues in respect of any subject allotted to the Revenue and Forests Department.

57. Inquiries and statistics for the purpose of any of the matters in this list.

58. Fees in respect of any of the matters in this list but not including fees taken in any Court.

59. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Revenue and Forests Department.

#### **(4) Subjects allotted to the Agriculture and Co-operation Department**

##### *I-Agriculture Division*

1. Agriculture including agricultural extension, agricultural engineering, agricultural statistics, crop protection from pests and diseases, agricultural research, agricultural education except agricultural education in primary and secondary schools, animal husbandry including dairy and livestock improvements, veterinary science, veterinary education and prevention of animal diseases; Agricultural colonisation. (See also entry No. 1 under the Education and Youth Services Department).

2. Protection of crops from wild animals.
3. The prevention of extension from one unit to another or infectious or contagious diseases of pests affecting animals or plants. (See also entry No. 29 under Urban Development and Public Health Department).
4. Botanical Survey of India.
5. Land improvement by mechanical cultivation and soil conservation.
6. Manure and fertilizers, including Trading Schemes.
7. Supply of Iron, Steel and Cement for agricultural purposes. (See also entry No. 8 under Industries, Energy and Labour Department and entry No. 6 under Food and Civil Supplies Department).
8. Distribution of light diesel oil for agricultural purposes and price control of light diesel oil under the Essential Commodities Act, 1955. (See also entry No. 30 under Home Department).
9. Control of fruit products.
10. Fixation of sugarcane prices.
11. Agricultural Universities.

##### *II-Co-operation Division*

12. Industrial Co-operatives, i.e. Industries organised on co-operative basis (See also entry No. 13 under Industries, Energy and Labour Department).
13. Maharashtra Co-operative Societies Act, 1960.
14. Consumers' stores.
15. The Maharashtra Co-operative Housing Finance Society., Ltd. Bombay.
16. Co-operative Societies for Processing, Farming, Lift Irrigation, Consumers etc.
17. The Bombay Agricultural Debtors Relief Act, 1947.
18. The Hyderabad Agricultural Debtors Relief Act, 1956.
19. Markets and Fairs excluding public health and sanitation.
20. Marketing Intelligence and Research and Co-ordinated Market News Services.
21. Grading and Marketing.
22. The Bombay Money Lenders Act, 1946.
23. Grain Depots.
24. Godowns of Co-operative Marketing Societies.
25. Warehousing Act.

26. Co-operative Sugar Factories. (See also entry No. 12 under Industries, Energy and Labour Department).
27. Forests Labourers and Labour Contract Societies.
28. Agriculture Produce Marketing Act.
29. Sarvodaya Schemes.
30. Handloom and Powerloom Industries (See also entry No. 13 under Industries, Energy and Labour Department).

### *III-Dairy Development, Animal Husbandry and Fisheries Division*

31. Organising milk production and milk collection from rural areas.
32. Collection, transport and all allied operations for supply of milk to dairies and processing units.
33. Processing and distribution of milk in urban areas.
34. Production of milk products.
35. Milk powder as baby food.
36. All matters connected with development of dairies.
37. Animal Husbandry—
  - (i) Cattle development.
  - (ii) Sheep and Goat development.
  - (iii) Piggery development.
  - (iv) Poultry development.
38. Animal diseases—Investigations and Control.
39. Veterinary aid.
40. Animal feed.
41. Fitness of animals tendered for slaughter and maintenance of statistics regarding animals slaughtered and slaughter houses. (See also entry No. 23 under Urban Development and Public Health Department and entry No. 5 under Rural Development Department).
42. Prevention of cruelty to animals.
43. Wool production—Analysis and Research.
44. Fisheries and fishing rights (excluding fishing rights in Government tanks). (See also entry No. 4 under Revenue and Forests Department).
45. Co-operative societies in Animal Husbandry, Dairies and Fisheries.

### *IV-General*

46. Writing off of decretal dues in respect of any subject allotted to the Agriculture and Co-operation Department.
47. Inquiries and statistics for the purpose of any of the matters in this list.
48. Fees in respect of any of the matters in this list but not including fees taken in any Court.
49. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Agriculture and Co-operation Department.

### **(5) Subject allotted to the Education and Youth Services Department**

#### *I-Education Division*

1. Education including university education, technical education, religious education, Anglo-Indian education, agricultural education, in primary and secondary schools. (See also entry No. 1 under Agriculture and Co-operation Department).

2. Educational Endowment Funds.
3. Art-Education including education in Applied Art and Architecture.
4. Vocational and technical training of labour.
5. Accelerated Short Terms Training Course in Engineering Trades and Training of Wireless Operators and Radio Mechanics.
6. Government Printing School.
7. Copy-right.
8. Matters pertaining to newspapers and books in so far as they relate closed to the subject "Education". (See also entry No. 70 under General Administration Department and entry No. 6 under Industries, Energy and Labour Department).
9. Universities.
10. School and College competitions in histrionics and dramaturgy.
11. Scheme for the training of primary school teachers in dramatics.
12. Zoological Survey of India. (See also entry No. 21 under Revenue and Forests Department).

### *II-Youth Services Division*

13. Auxiliary and National Cadet Corps.
14. Youth Welfare and Youth Services.
15. Incentive Awards to Yuvak Mandals and Rural Youth Clubs.
16. Scouting and Guiding.
17. National Service Corps, National Sports Organisations.
18. Land Army.
19. Youth Camps.

### *III-General*

20. Writing off of decretal dues in respect of any subject allotted to the Education and Youth Services Department.
21. Inquiries and statistics for the purpose of any of the matters in this list.
22. Fees in respect of any of the matters in this list but not including fees taken in any court.
23. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Education and Youth Services Department.

### **(6) Subjects allotted to the Urban Development and Public Health Department**

#### *I-Urban Development Division*

1. Local Government, that is to say, the constitution and power of Municipal Corporations, Municipalities, Borough Municipalities, Cantonments and Notified Area Committees, Improvement Trusts, Mining Settlement Authorities for the purposes of Local Self-Government in urban areas (including fire-fighting services in urban areas).
2. Pilgrimages other than pilgrimages to places outside India (See also entry No. 8 under General Administration Department).
3. Burials and burial grounds and cremation and cremation grounds in urban areas (See also entry No. 13 under General Administration Department and entry No. 16 under Rural Development Department).

4. Local Self-Government in cantonment areas, the regulation of house accommodation (including the control of rents) in such areas and within India, the delimitation of such areas including fire-fighting services in cantonment areas (except appointment of Judicial Officers in cantonments).
5. Inns and Inn-keepers other than what is provided under the sub-heading "Tourism" under the heading "Social Welfare, Cultural Affairs, Sports and Tourism Department" (See entry No. 58 under Social Welfare, Cultural Affairs, Sports and Tourism Department).
6. Capitation taxes, taxes on profession, trades, calling and employments, on animals and boats, taxes on the sale or purchase of goods other than newspapers, on advertisements other than advertisements published in newspapers and so far as they are levied by Urban Local Authority. (See also entry No. 18 under Revenue and Forests Department and entry No. 10 under Rural Development Department).
7. Cesses on the entry of goods into an urban local area for consumption, use or sale therein. (See also entry No. 11 under Rural Development Department).
8. Town Planning Schemes.
9. New Townships-Planning and execution of urban growth centres as may be specified including agencies entrusted with development of such centres.
10. Bombay Metropolitan Regional Development and similar Authorities.
11. The Town Planning and Valuation Department.
12. Government water works and municipal water supply, drainage and other sanitation schemes in urban areas ; Administration of loans from the Government of India for water supply schemes. (See also entry No. 2 under Rural Development Department and entry No. 17 under Industries, Energy and Labour Department).
13. Preparation, execution and operation of projects for water supply and drainage when required to be done by Government agency.
14. Prevention and control of water and air pollution—all matters relevant to environmental engineering.
15. Waqfs administered under the Waqf Act, 1954 in the Marathwada region. (See also entry No. 55 under Revenue and Forests Department and entry No. 5 under Law and Judiciary Department).
16. Taxes on lands and buildings (so far as they are levied by Urban, Local Self-Government bodies), (See also entry No. 12 under Rural Development Department).
17. Terminal taxes on goods or passengers carried by railways, sea or air, taxes on railway fares and freights (so far as urban local bodies are concerned). (See also entry No. 13 under Rural Development Department).
18. Local Government at urban hill stations (where there are Municipal Committees) including appointments of Superintendents at such stations.
19. Development of Greater Bombay and Reclamation Projects therein, except work relating to Thana Creek Bridge and Bombay Road Development Plan. (See also entry No. 12 under Public Works and Housing Department).
20. Pounds and prevention of cattle including cattle pounds in the areas under the jurisdiction of Municipal Corporations and Municipalities. (See entry No. 36 under Revenue and Forests Department).

#### *II-Public Health and Family Planning Division*

21. Public health, sanitation and research, hospitals and dispensaries (medical education), Registration of births, deaths and marriages. (See also entry No. 16 under Law and Judiciary Department).

22. Family Planning Programme.
23. Construction, maintenance and control of slaughter houses in urban areas. (See also entry No. 6 under Rural Development Department and entry No. 41 under Agriculture and Co-operation Department).
24. Adulteration of foodstuffs and other goods.
25. The poisonous Act, 1919. (See also entry No. 26 under Home Department).
26. Medical, Nursing Pharmacy and Dental Professions.
27. Directorate of Drugs Control Administration ; Drugs Act, 1940 ; Drugs and Medical Remedies (Objectionable Advertisements) Act, 1954 ; Pharmacy Act, 1948 ; Drugs (Control) Act, 1959.
28. Relief of the disabled and unemployable ; Lunacy and Mental deficiency including places for the reception or treatment of lunatics and mentally deficient persons (except criminal lunatics). (See also entry No. 6 under Home Department).
29. The prevention of the extension from one unit to another of infectious or contagious diseases or pests affecting men. (See also entry No. 3 under Agriculture and Co-operation Department).
30. Port quarantine ; Seamen's and marine hospitals and hospitals connected with port quarantine.
31. Employees' State Insurance Scheme (Medical benefits). (See also entry No. 38 under Industries, Energy and Labour Department).

#### *III-General*

32. Writing off of decretal dues in respect of any subject allotted to the Urban Development and Public Health Department.
33. Inquiries and statistics for the purpose of any of the matters in this list.
34. Fees in respect of any of the matters in this list but not including fees taken in any Court.
35. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Urban Development and Public Health Department.

#### *(7) Subjects allotted to the Finance Department*

##### *I-Finance*

1. State budget preparation ; estimates and grants, money bills, appropriation bill and law relating to the Consolidated and Contingency Funds of the State.
2. Appropriation Reports and Finance Accounts.
3. Discretionary and quinquennial contract grants.
4. Financial resources.
5. Taxation—Central and State excluding taxation by Local Self-Governing Bodies.
6. The Bombay Sugarcane Cess Act, 1948.
7. Newspaper advertisements tax.
8. Central Government excise duties.
9. (a) Sales Tax Laws.  
(b) Sugarcane Cess/Purchase Tax.  
(c) Agricultural Income Tax.  
(d) Finance Act.

10. Debt including public debt of the State, public and other securities ; investment of deposits.

11. Stock exchanges and future markets.

12. Currency, coinage and legal tender (Mints).

13. Import and export across customs frontiers as defined by the Union Government.

14. Incorporation, regulation and winding up of Corporations other than those specified in List 1 in the Seventh Schedule to the Constitution of India. (See also entry No. 15 under Industries, Energy and Labour Department).

15. Trade and Commerce (financial aspects) and trading associations, except administration of the Indian Partnership Act, 1932 and the Bombay Non-trading Corporation Act, 1959. (See also entry No. 3 under Industries, Energy and Labour Department).

16. Banking.

17. Loans to Municipal Corporations.

18. Any other matters affecting the finances of the State.

19. Pay, allowances, pensions, other financial conditions of services and cadre strengths, subject to entries Nos. 49 and 50 under the General Administration Department.

20. Delegation of financial powers.

21. Directorate of Accounts and Treasuries.

22. Audit.

23. Small Savings Movement.

#### *II-General*

24. Writing off of decretal dues in respect of any subject allotted to the Finance Department.

25. Inquiries and statistics for the purpose of any of the matters in this list.

26. Fees in respect of any of the matters in this list but not including fees taken in any court.

27. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Finance Department.

#### **(8) Subjects allotted to the Public Works and Housing Department**

##### *I-Public Works Division*

1. Works, lands and buildings vested in or in the possession of Government for the purposes of the State other than those assigned to any other Department.

2. All works expenditure of the residence of the Governor under 259 Public Works. Works in connection with Industrial and Land Schemes.

3. Works, lands and buildings vested in, or in the possession of Government for the purpose of the Union (including Naval, Military and Air Force Works). (See also entry No. 26 under Revenue and Forests Department).

4. Historical monuments except so far as they fall under entry No. 67 in List I in the Seventh Schedule to the Constitution. (See entry No. 41 under General Administration Department and entry 57 under Social Welfare, Cultural Affairs, Sports and Tourism Department).

5. Budget and accounts under (a) Roads and Buildings heads, (h) Bombay Development schemes heads.

6. Execution and maintenance, on behalf of the Central Government, of such works debitable partly or wholly to Central Revenues as may be entrusted to the Government of Maharashtra, as the agent of that Government and budget and accounts connected with these works, if any.

7. Parks and Gardens (excluding National Parks). (See also entry No. 49 under Revenue and Forests Department).

8. Construction and maintenance of electrical installations in Government Buildings. (See also entry No. 21 under the Industries, Energy and Labour Department).

9. Roads and Bridges including Railway over/under bridges. (See also entry No. 37 under Home Department).

10. Suburban Trunk Roads.

11. Works relating to Thana creek bridge.

12. Bombay Road Development Plan. (See also entry No. 19 under Urban Development and Public Health Department).

13. Tolls.

14. Construction of relief works like roads, buildings etc. as a result of natural calamities. (See also entries No. 38 and 39 under Revenue and Forests Department).

15. Khar Lands.

#### *II-Housing Division*

16. Housing Boards.

17. Housing including land acquisition, development schemes, industrial housing and aid to co-operative housing, slum clearance, grant of assistance to urban local bodies and cantonments under the Low-income-group housing schemes, and sweepers' housing, work of management of B.D.D. Chawls, Middle and Low-income-group housing schemes in their application to individual co-operative societies, institution, etc.

18. Rural Housing Schemes.

19. Housing schemes on extended Gaathan sites.

20. Rent Act.

21. Subsidised Industrial Housing scheme so far as it relates to Co-operative Housing Societies of Industrial Workers and Employees.

22. Government Premises Eviction Act.

23. Housing for Government servants excluding allotment of residential accommodation to Government servants in Greater Bombay. (See entry No. 39 under General Administration Department).

#### *III-General*

24. Village Telephone system. (See also entry No. 35 under General Administration Department).

25. Writing off of decretal dues in respect of any subject allotted to the Public Works and Housing Department.

26. Inquiries and statistics for the purpose of any of the matters in this list.

27. Fees in respect of any of the matters in this list, but not including fees taken in any court.



28. Works, lands and buildings vested in, or in the possession of Government, for the purposes of the State and assigned to the Public Works and Housing Department.

**(9) Subjects allotted to the Irrigation Department**

*I-Irrigation*

1. Irrigation and canals, drainage and embankments, water storage and water power, subject to the provisions of List I in the Seventh Schedule to the Constitution of India.
  2. Tube wells for irrigation purposes.
  3. Lift Irrigation, Well Irrigation and Boring. (See entry No. 3 under Rural Development Department).
  4. Investigation, preparation and execution of Irrigation, and Multipurpose Projects.
  5. Budgets and accounts under Irrigation Heads.
  6. Execution and maintenance on behalf of the Central Government of such works debitable to Central Revenues as may be entrusted to the Government of Maharashtra as the agent of that Government and budgets and accounts connected with those works, if any, so far as Irrigation Department is concerned.
  7. Management of completed Irrigation Projects including water distribution and control over notified water resources, sanction to irrigation blocks, recovery of advance, water charges etc.
  8. Administration of Irrigation Acts.
  9. Command Area Development Authorities.
  10. Irrigation Development Corporation of Maharashtra and similar Institutions.
  11. Administration of Betterment Levy.
  12. Levy of Irrigation Cess on areas commanded by projects.
  13. Flood Control Works.
  14. Administration of loans from Government of India for Irrigation and Multipurpose Projects and Flood Control Works Schemes.
  15. Preparation and execution of drainage schemes for improvement of Water logged areas.
  16. Tank-bed lands.
  17. Research in Engineering.
  18. Inter-State River Water Disputes.
  19. Aerial and Geological Surveys in connection with Irrigation and Multipurpose Projects.
  20. Meteorological Organisations and Observatories.
  21. Government Central Work-Shops and Stores, Nagpur.
- II-General*
22. Writing off of decretal dues in respect of any subject allotted to the Irrigation Department.
  23. Inquiries and statistics for the purpose of any of the matters in this list.
  24. Fees in respect of any of the matters in this list but not including fees taken in any court.
  25. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Irrigation Department.

**(10) Subjects allotted to the Law and Judiciary Department**

*I-Law and Judiciary*

1. Drafting and other technical matters relating to legislation in the Legislature of the State in regard to State subjects and concurrent subjects. (See also entry No. 2 under Legislative Affairs Department).
2. Appeals against acquittals and applications to enhance sentences.
3. Administration of the Societies Registration Act ; literary, scientific, religious and other societies and associations.
4. Administration of Notaries Act, 1952.
5. Administration of the Bombay Public Trusts Act; charities and charitable, religious institutions and endowments other than those covered by entries No. 52 and No. 55 under the Revenue and Forests Department and entry No. 15 under Urban Development and Public Health Department. (See also entry No. 18 of this list).
6. Appointments, remuneration, etc. of Public Prosecutors.
7. Conduct of Civil Litigation to which Government is a party and appointment and remuneration of State Law Officers, Government Pleaders and Special Counsels.
8. Admiralty jurisdiction.
9. Suits and Summons.
10. Legal Profession.
11. The Administration of Justice ; constitution and organisation of all Courts except the Supreme Court and the High Court ; officers and servants of the High Court ; levy of Court-fees in all Courts other than the Supreme Court, including principles regarding levy and legislation, but excluding the administration and enforcement of the laws relating to court-fees. (See also entry Nos. 1, 13, 34 under Revenue and Forests Department).
12. Criminal Law including all matters included in the Indian Penal Code at the commencement of the Constitution but excluding offences against laws with respect to any of the matters specified in List I or List II in the Seventh Schedule to the Constitution of India and excluding the use of naval, military and air forces and any other armed forces of the Union in aid of the Civil Power.
13. Criminal Procedure including all matters included in the Code of Criminal Procedure at the commencement of the Constitution.
14. Civil Procedure including all matters included in the Code of Civil Procedure at the commencement of the Constitution ; the recovery in a state of claims in respect of taxes and other public demands, including arrears of land revenue and sums recoverable as such arising outside that State.
15. Evidence and Oaths ; Recognition of Laws ; Public Acts and Records and Judicial Proceedings ; Provincial Law Reports.
16. Marriage and divorce, infants and minors ; adoption (except Registration of Marriages). (See also entry No. 21 under Urban Development and Public Health Department).
17. Wills, intestacy and succession, save as regards agricultural land ; joint family and partition ; all matters in respect of which parties in judicial proceedings were immediately before the commencement of the Constitution subject to their personal law.

18. Trust and Trustees other than those covered by entry No. 55 under the Revenue and Forests Department and by entry No. 5 of this list.
19. Contracts including partnership, agency, contracts of carriage and other special forms of contracts, but not including contracts relating to agricultural land.
20. Arbitration.
21. Bankruptcy and insolvency.
22. Actionable wrongs.
23. Jurisdiction and powers of all Courts, except the Supreme Court.
24. Pauper costs.
25. Administrators-General and Official Trustees.
26. Revision of Law and Judiciary Department Compilations and reprinting of Acts and local rules and orders.

#### *II-General*

27. Writing-off of decretal dues in respect of any subject allotted to the Law and Judiciary Department.
28. Inquiries and statistics for the purpose of any of the matters in this list.
29. Fees in respect of any of the matters in this list but not including fees taken in any Court.
30. Works, lands, and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Law and Judiciary Department.

#### **(11) Subjects allotted to the Industries, Energy and Labour Department**

##### *I-Industries Division*

1. Inventions, Patents, Designs, Trade Marks and Merchandise Marks.
2. Trade and Commerce within the State and Production, supply and distribution of goods, and products of industries other than rural industries subject to the provisions in List III in the Seventh Schedule to the Constitution of India.
3. Administration of the Indian Partnership Act, 1932 and the Bombay Non-trading Corporations Act, 1959 (See also entry No. 15 under Finance Department).
4. Stores.
5. Weights and Measures.
6. Government Printing Presses, Stationery and Official Publications (See also entry No. 70 under General Administration Department and entry No. 8 under Education and Youth Services Department).
7. Gas and Gas Works, Administration of the Bombay Gas Supply Act, 1930.
8. Supply of Iron, Steel and Cement for industrial development. (See also entry No. 7 under Agriculture and Co-operation Department and entry No. 6 under Food and Civil Supplies Department).
9. Control of building materials and buildings construction for industrial undertaking. (See also entry No. 7 under Food and Civil Supplies Department).
10. Supply and distribution of coal, coke (with its derivatives) for industrial use and price control thereof under the Essential Commodities Act, 1955 (No. X of 1955) of Government of India (See also entry No. 9 under Food and Civil Supplies Department).
11. Manufacture and use of Power Alcohol for industries purpose.
12. Establishment of Sugar Factories (See also entry No. 26 under Agriculture and Co-operation Department).

13. Subject to the provision of the List I in the Seventh Schedule to the Constitution of India, all industries including cottage and rural industries except—

- (i) handlooms and powerloom industries, and
- (ii) all industrial co-operatives i.e. industries organised on co-operative basis (See also entries Nos. 12 and 30 under Agriculture and Co-operation Department).

14. Administration of Cotton Textile Control Order 1948. Issue and renewal of licences of yarn dealers, installation, transfer, etc. of power-looms running on cotton yarn and non-cotton yarn. (See also entry No. 5 under Food and Civil Supplies Department).

15. Incorporation, regulation and winding up of Corporations other than Trading Corporations including banking, insurance and financial corporations and unincorporated trading. (See also entry No. 14 under Finance Department).

16. Maharashtra State Finance Corporation.

17. Water Supply Schemes mainly for industrial purposes (See also entry No. 12 under Urban Development and Public Health Department and No. 2 under Rural Development Department).

18. The Maharashtra State Small Scale Industries Development Corporation.

19. The Maharashtra State Industrial Development Corporation.

20. Distribution of furnace oil and price control thereof under any order made under the Essential Commodities Act (X of 1955).

##### *II-Energy Division*

21. Electricity including electricity duty (except construction and maintenance of electrical installations in Government buildings) (See also entry No. 8 under Public Works and Housing Department).

22. Administration of the Indian Electricity Act, 1910 ; Electricity (Supply) Act, 1948; Bombay Lift Act, 1939; Bombay Electricity (Special powers) Act, 1948.

23. Ambernath Electricity Supply.

24. Maharashtra State Electricity Board.

25. Construction of Thermal Power Stations and Generation and Distribution of thermal power.

26. Construction of Hydro-Power Stations and Generation and Distribution of hydro-power.

##### *III-Mining and Geology Division*

27. The Geological Surveys.

28. Regulation of mines and mineral development to the extent to which such regulation and development under the control of the Central Government is declared by Parliament by Law to be expedient in the public interest (See also entry No. 9 under Revenue and Forests Department).

29. Regulations of the grant of exploration licences and mining leases in respect of petroleum and natural gas and conservation and development thereof under the Oil Fields (Regulation and Development) Act, 1948 and the Petroleum and Natural Gas Act, 1959 (See also entry No. 9 under Home Department).

##### *IV-Labour Division*

30. Welfare of labour including conditions of labour ; provident funds and amenities for labour.

31. Workmen's compensation, employer's liability, invalidity and oldage pensions.
32. Industrial and labour disputes, including conciliation, adjudication and arbitration, strikes and lock-outs. (See entry No. 54 under the General Administration Department).
33. Registration of Trade Unions.
34. Factories.
35. Boilers and Smoke Nuisances.
36. Payment of Wages.
37. Maternity Benefit.
38. Employees' State Insurance. (See also entry No. 31 under Urban Development and Public Health Department).
39. Social Security and Social Insurance Standing Orders for industrial employment.
40. Conditions of service, etc, in shops and commercial establishments.
41. Jurisdiction and powers of Industrial and Labour Courts.
42. Employment Exchange Organisation.

#### *V-General*

43. Writing-off of decretal dues in respect of any subject allotted to the Industries, Energy and Labour Department.
44. Inquiries and statistics for the purpose of any of the matters in this list.
45. Fees in respect of any of the matters in this list but not including fees taken in any court.
46. Works, lands and buildings vested in, or in the possession of Government for the purposes of the State and assigned to the Industries, Energy and Labour Department.

### **(12) Subjects allotted to the Rural Development Department**

#### *I-Rural Development*

1. Local self-Government in rural areas, that is to say, the constitution, powers and functions of and services under the Zilla Parishad, Panchayat Samities and Village Panchayats.
2. Village Water Supply and Sanitation Schemes for human beings as well as for cattle excluding water supply for irrigation. (See also entry No. 12 under Urban Development and Public Health Department and entry No. 17 under Industries, Energy and Labour Department).
3. Minor Irrigation works executed through Zilla Parishads. (See also entry No. 3 under Irrigation Department.)
4. Ground Water survey and Development Agency.
5. Construction, maintenance and control of slaughter houses in rural areas. (See also entry No. 41 under Agriculture and Co-operation Department and entry No. 23 under Urban Development and Public Health Department).
6. Community Development Programme.
7. Local Development.
8. Multipurpose Projects and Tribal Development Blocks.
9. State Transport Road Development Fund. (See also entries Nos. 27, 38 and 40 under Home Department).
10. Capitation taxes, taxes on professions, trades calling and employments, on animals and boats, taxes on the sale or purchase of goods other than newspapers, on advertisements other than advertisements published in newspapers and so far as they

are levied by local authorities in rural areas. (See also entry No. 18 under Revenue and Forests Department and entry No. 6 under Urban Development and Public Health Department).

11. Cesses on the entry of goods into rural local area for consumption, use or sale therein. (See also entry No. 7 under Urban Development and Public Health Department).

12. Taxes on lands and buildings (so far as they are levied by local self-governing bodies in rural areas). (See also entry No. 16 under Urban Development and Public Health Department).

13. Terminal taxes on goods or passengers carried by railways, sea or air: taxes on railway fares and freights (so far as local bodies are concerned in rural areas). (See also entry No. 17 under Urban Development and Public Health Department).

14. School Feeding Programme for Pre-school and school going children.

15. Rural Development.

16. Burials and burial grounds and cremation and cremation grounds in rural areas. (See also entry No. 13 under General Administration Department and entry No. 3 under Urban Development and Public Health Department).

#### *II-General*

17. Writing-off of decretal dues in respect of any subject allotted to the Rural Development Department.

18. Enquiries and statistics for the purpose of any of the matters in this list.

19. Fees in respect of any of the matters in this list but not including fees taken in any Court.

20. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Rural Development Department.

### **(13) Subjects allotted to the Food and Civil Supplies Department**

#### *I-Food*

1. Food Supplies to Districts ; Foodgrains prices and the price supports.
2. Food Administration of Greater Bombay.
3. Procurement Prize Scheme, including the Administration of the Food Bonus Fund.

#### *II-Civil Supplies*

4. The Bombay Essential Commodities and Cattle (control) Act, 1958.
5. Voluntary or Statutory regulation of price of all Essential Commodities within the meaning of the Essential Commodities Act, 1955 (X of 1955), including their distribution through Fair Price Shops.
6. Supply and distribution of iron, steel and cement except for (1) Agricultural purposes and (2) Industrial Development. (See also entry No. 8 under Industries, Energy and Labour Department and entry No. 7 under Agriculture and Co-operation Department).
7. The Bombay Building (Control on Erection, Re-erection and Conversion) Act, 1948 in so far as it relates to buildings intended to be used or used for purposes of theatres, cinemas and other places of public amusements. (See also entry No. 9 under Industries, Energy and Labour Department).

8. Distribution of kerosene and price control thereof under the Essential Commodities Act, 1955 (X of 1955).
9. Distribution of coal, coke (with its derivatives) except for industrial use and price control thereof under the Essential Commodities Act, 1955. (See also entry No. 10 under Industries, Energy and Labour Department).
10. Residual work pertaining to the former Civil Supplies Department, including that pertaining to the organisation of the Controller of Rationing and Food Controller, Bombay; Establishment matters pertaining to the Civil Supplies staff in the Bombay City and in the Districts.
11. Subjects relating to the former Civil Supplies Department, including those pertaining to organisation of the Controller of Rationing and Food Controller, Bombay—
  - (i) Settlement of outstanding claims in respect of the Civil Supplies transactions, refunds of deposits, etc.
  - (ii) Write-off of losses in foodgrains and other commodities and stores handled by the Department.
  - (iii) Disposal of godown-buildings, requisitioned premises, godown equipment, dead stock articles and verification of dead stock articles.
  - (iv) Pending court suits arising out of Civil Supplies transactions.
12. Rice Milling Industry (Regulation) Act, 1958 and rules thereunder.
13. Residual work relating to the Bombay Flour Mills and Chakki Licensing Order.
14. Setting up bakeries in the State Sector and all matters ancillary thereto.
15. Transport or movement of goods/materials on behalf of Government under general orders issued by the Railway Board.

### III-General

16. Writing-off of decretal dues in respect of any subject allotted to the Food and Civil Supplies Department.
17. Inquiries and statistics for the purpose of any of the matters in this list.
18. Fees in respect of any of the matters in this list but not including fees taken in any court.
19. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Food and Civil Supplies Department.

### (14) Subject Allotted to the Planning Department

#### I-Planning

1. All matters pertaining to principles and policies regarding socio-economic planning.
2. All correspondence and dealings with the Planning Commission.
3. Preparation of the Plan for the State and for the Districts, keeping watch on the implementation of the plans and review thereof from time to time.  
*Note.*—For the purpose of this entry, "Plans" include yearly plans, five-yearly plans and perspective plans.
4. Development programmes and periodic progress reports of schemes included in the plan.
5. Centrally Sponsored and Central Schemes.

6. Central assistance, both for State Plan and Centrally Sponsored/Central Schemes.
7. Evaluation of the programme under implementation.
8. Manpower Planning.
9. Project formulation, project appraisal and project evaluation including public sector undertaking projects.
10. Foreign technical assistance.
11. Co-ordination of all development activities.
12. All matters pertaining to, or falling within the purview of the National Development Council, the State Planning Board and the District Planning Board.
13. Co-ordination of the implementation of the 15-Point Programme.
14. Implementation of special employment schemes e.g. Employment Guarantee Scheme and Crash Scheme for Rural Employment.
15. Mobilisation of institutional finance for development activity.
16. Providing secretarial assistance to the State Planning Board.
17. Directorate of Bureau of Economics and Statistics.
18. Employment and un-employment (Broad policies, principles and co-ordination).

#### II-General

19. Writing-off of decretal dues in respect of any subject allotted to the Planning Department.
20. Inquiries and statistics for the purpose of any of the matters in this list.
21. Fees in respect of any of the matters in this list but not including fees taken in any Court.
22. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Planning Department.

### (15) Subjects Allotted to the Social Welfare, Cultural Affairs, Sports and Tourism Department.

#### I-Social Welfare Division

1. Administrative machinery for Backward Classes, Social and Tribal Welfare.
2. Backward Class Co-operative Housing Scheme (P.W.R. Scheme No. 219).
3. Co-ordination of welfare work relating to Backward Classes including the Scheduled Castes, Scheduled Tribes, Vinukta Jatis, Vagrancy, Nomadic and Migratory Tribes and other Backward Classes.
4. Co-ordination of work relating to the administration of Scheduled Areas.
5. Tribes Advisory Council and Backward Class Board.
6. Administration of the Untouchability (Offences) Act, 1955.
7. Administration of the Bombay Hindu Places of Public Worship (Entry Authorisation) Act, 1956.
8. Grant under Article 275 (1) of the Constitution and other grants sanctioned by the Central Government for Backward Classes.
9. Backward Class Hostels.
10. All matters connected with Ashram Schools and Ashram School Complexes.
11. Maintenance and care of displaced unattached women and children, the aged and the infirm, including setting up of homes and infirmaries for them.
12. Training for and research in social work including socio-economic surveys.

13. Co-ordination of social work activities.
14. Institutions for beggars including the administration of the Bombay Prevention of Begging Act, 1959 and rules thereunder; release of detained beggars.
15. Work-houses, Salvation Army House (Reformatory).
16. Rescue homes and rescue work.
17. Reformatory schools but not Borstal Institutions. (See also entry No. 11 under Home Department).
18. Problems relating to the blind, the deaf and the dumb and the mentally retarded.
19. Juvenile delinquency and after-care for juveniles.
20. Suppression of Immoral Traffic in Women and Girls Act, 1956.
21. Women's and Children's Institutions (Licensing) Act, 1956.
22. Bharat Sevak Samaj.
23. All matters connected with the activities of the Central and State Social Welfare Boards.
24. All work pertaining to social welfare which is not specifically allotted to any other Department.

#### *II-Cultural Affairs Division*

25. Exemption of any entertainment or class of entertainments from liability to entertainments duty. (See also entry No. 10 under Revenue and Forests Department).
26. The responsibility of initiating and promoting the establishment of a New Film Centre.
27. Organising Marathi Film festivals, judging the best films and giving awards.
28. Running of the two State-owned theatres i.e. Ravindra Natya Mandir and Rang Bhavan and management of the Cowasjee Jahangir Hall in Bombay and the Keshavrao Bhosale Natya Griha in Kolhapur.
29. Organisation of Marathi Natya Mahotsava, Maharashtra Rajya Sangeet Mahotsava, Maharashtra Rajya Tamasha Mahotsava and Maharashtra Rajya Natya Mahotsava.
30. Grant-in-aid to various kalapathaks and cultural institutions working in the cultural and recreational fields.
31. Financial assistance to artists, dramatists and personalities in the fields of music, art, etc. who are not able to maintain themselves due to old age or infirmity.
32. Financial assistance to artists and authors under the old and integrated scheme of the Government of India.
33. Tape recording of old and rare gramophone records of old or deceased outstanding musicians in the fields of drama and music.
34. Selection of cultural troupes for sending to border areas for entertaining jawans and receiving of Inter-State cultural troupes.
35. Grant-in-aid to dance, drama and music schools.
36. Work relating to foreign cultural delegations sponsored by the Government of India, Ministry of Education, and UNESCO bodies under the Education Department.
37. Sending of dramatic troupes for participation in the national drama festivals.
38. Sending troupes of folk dances for participation in the Republic Day celebrations organised in New Delhi.
39. Theatres and dramatic performances.
40. Libraries, museums and other similar institutions controlled or financed by the State, Registration of Libraries.

#### *III-Sports Division*

41. Sports, recreation and leisure-time activities.
42. Physical education and sports for non-student youths and adults.
43. Development of organisations for games, sports, recreation, etc.
44. Promotional literature pertaining to physical, education, sports, recreation and health education and encouraging research in all such activities.
45. The Sports Advisory Council together with its functions of co-ordination of activities carried out by gymnasia, akhadas, sports organisations and sports clubs and encouragement to these bodies by way of grant-in-aid.
46. Responsibility for construction and management of sports stadia.
47. Encouragement to activities such as camping, hiking, mountaineering, aquatics, conducting of tournaments, organisation of sports, festivals, games, sports and recreation.
48. Administration and management of Maidans in Greater Bombay such as Oval Maidan, Cross Maidan and Azad Maidan.
49. National Sports Fund.
50. Physical education at primary, secondary and collegiate stages of education.
51. Training of teachers in physical education, sports and recreation.
52. Physical fitness programme and fitness tests.
53. Wrestling.
54. Sports for students.

#### *V-Tourism Division*

55. Tourism.
56. Development of Hill Stations and Holiday Camps.
57. Archaeological sites and Historical Monuments. (See entry No. 4 under Public Works and Housing Department).
58. Inns and Inn-keepers in respect of specified establishments. (See entry No. 5 under Urban Development and Public Health Department).

#### *V-General*

59. Writing-off of decretal dues in respect of any subject allotted to the Social Welfare, Cultural Affairs, Sports and Tourism Department.
60. Inquiries and statistics for the purpose of any of the matters in this list.
61. Fees in respect of any of the matters in this list but not including fees taken in any Court.
62. Works, lands and buildings vested in, or in the possession of Government for the purposes of the State and assigned to the Social Welfare, Cultural Affairs, Sports and Tourism Department.

#### **(16) Subjects allotted to the Legislative Affairs Department**

1. The dates of summoning and prorogation of the two Houses of the State Legislature; Dissolution of the Assembly.
- (a) Governor's Address to the Joint Session of the Legislature.
2. Enactments of Government Bills and matters connected with their introduction and passing any legislation. (See also entry No. 1 under Law and Judiciary Department)
3. Planning and Co-ordination of legislative and other official business in bet the Houses.

4. Allocation of Government time in the Legislature for discussion of motions given notice of by members of the State Legislature.
5. Liaison with the Leaders of Groups and Whips of Opposition parties.
6. Lists of Members for Select Committees and Joint Select Committees on Bills.
7. Appointment of Members of the Legislature on Committees and Bodies set up by Government.
8. Functioning of Consultative Committees of Members of the State Legislature for various Departments of the Secretariat.
9. Impelmentation of the assurances given by Ministers in both the Houses.
10. Government stand on Private Member's Bills and Resolutions.
11. Secretariat assistance to the Cabinet Committee on Legislative Affairs in matter of.—
  - (i) Convening the meetings of the Committees,
  - (ii) Circulating agends papers, etc.
12. Salaries and allowances of Members of the State Legislature.
13. Salaries and Allowances of Presiding Officers of the State Legislature.
14. Advice to the Departments of the Secretariat on procedural and other legislative matters.
15. Co-ordination of action by the Departments of the Secretariat on recommendations of general application made by the Legislative Committees.
16. Officially sponsored visits of Members of the State Legislaute to the places of interest.
17. Matters connected with powers, privileges and immunities of Members of the State Legislature.
18. Legislative matters like No-Confidence Motions, Resolutions, etc. pertaining to more than one Department.
19. Periodical meetings of Members of Parliament with the Chief Minister.
20. Salaries and allowances of Ministers, Ministers of State, Deputy Ministers and Parliamentary Secretaries to the Ministers.
21. Obtaining Governor's recommendations to non-official Bills and amendments thereto.
22. Preparing programme of legislative and other business for each session (including fixing dates for presentation of Budget and Supplementary Budget and for discussion thereof).
23. Removal of the disqualification for membership of the Legislature of the State.
24. Rules of Procedure of the Legislature of the State.
25. Communications from the Lok Sabha and Rajya Sabha Secretariats and from the Secretariats of the Legislatures of other States.
26. Matters connected with the Legislature of the State.
27. Matters connected with the Parliament.
28. Communications from private bodies or individual regarding legislative business in the State Legislature or Parliament.

## General

29. Writing-off of decretal dues in respect of any subject allotted to the Legislative Affairs Department.
30. Inquiries and statistics for the purpose of any of the matters in this list.
31. Fees in respect of any of the matters in this list but not including fees taken in any court.
32. Works, lands and buildings vested in or in the possession of Government for the purposes of the State and assigned to the Legislative Affairs Department.

Contd. from page 184

- |                                   |          |
|-----------------------------------|----------|
| * 26) Shri R.M. Ubale, I.A.S.     | 21-10-19 |
| * 27) Shri S.K. Holkar            | 1-4-19   |
| * 28) Shri V.J. Patvardhan        | 5-6-19   |
| * 29) Shri A.B. Dharwadhi, I.A.S. | 13-7-    |
| * 30) Smt. P.B. Phalke            | 3-6-1    |
| 31) Shri C.R. Ranganathan, I.A.S. | 12-7-    |
| * 32) Smt. P.B. Phalke            | 23-3-1   |
| 33) Shri S.A. Engineer, I.A.S.    | 18-6-    |
| 34) Shri R.P. Wagh, I.A.S.        | 10-6-    |
| * 35) Dr. A.P. Jamkhedkar         | 28-6-    |
| 36) Shri P.S. Bhogal, I.A.S.      | 1-11-    |

\* Additional charge.



## APPENDIX E

List of Officers-in-charge of Department of Archives, Maharashtra State

Name

Appointment Year

## Keepers of Records

- 1) Mr. W. Wissencraft .. .. 1821  
 2) Mr. F. X. Rodrigues .. .. 1832  
 3) Mr. G. Mills .. .. 1860  
 4) Mr. Rustomjee Framjee .. .. 1865  
 5) Mr. Dwarkanath Madhavrao .. .. 1875

## Director of Records

- 6) Prof. G. W. Forrest .. .. 1889

## Keepers of Records

- 7) Mr. B. M. Mogare .. .. 1892  
 8) Mr. D. F. Silva .. .. 1917  
 9) Mr. N. S. Nadkarni .. .. 1932  
 10) Mr. K. S. K. Swami .. .. 1937  
 11) Mr. D. G. Bhide .. .. 1944

## Directors of Archives

- 12) Dr. P. M. Joshi, M.A., Ph.D. (London) .. 10-7-1947  
 13) Dr. M. G. Dikshit, Ph.D. .. 26-6-1965  
 14) Shri V. G. Khobrekar, M.A. .. 1-7-1969  
 \* 15) Capt. Dr. B. G. Kunte, M.A. Ph.D. (Economics),  
 Ph.D. (History). .. 14-9-1977  
 16) Dr. V. G. Khobrekar 29-3-1979  
 \* 17) Capt. Dr. B. G. Kunte 1-8-1981  
 \* 18) Shri R. D. Randive 1-11-1981  
 \* 19) Shri D. G. Ratnaparkhe 1-4-1982  
 \* 20) Shri N. U. More 2-2-1983  
 \* 21) Dr. A. P. Jamkhedkar 4-5-1983  
 \* 22) Shri Bhaskar Dhataurkar 22-3-1984  
 \* 23) Dr. A. P. Jamkhedkar 1-12-1988  
 \* 24) Shri S. K. Holkar 10-8-1989  
 \* 25) Dr. A. P. Jamkhedkar 18-8-1989

APPENDIX F  
RECORDS IN BOMBAY ARCHIVES  
AT A GLANCE

(Figure mentioned in the bracket shows the No. of Records)

I. Factory and Residency Records	Diaries (Year/No. of Records)	Inwards (Year/No. of Records)	Outwards (Year/No. of Records)	Files
(1) Surat Presidency and Factory	.. 1659-1809(218)	1646-1701(1)	1630-1700(4)	.....
(2) Broach Factory	.. 1772-1783(16)	.....	.....	.....
(3) Commercial Residency Northward (Surat, Broach, Cambay, Kathiawad).	1774-1835(141)	.....	.....	.....
(4) Karanja Residency	.. 1775-1802(18)	.....	.....	.....
(5) Belapur Factory	.. 1780-1791(1)	.....	.....	.....
(6) Thana Factory	.. 1776-1817(58)	1794-1795(1)	1780-1798(1)	.....
(7) Kalyan Residency	.. 1781(1)	.....	.....	.....
(8) Poona Residency	.. .....	1812-1819(61)	1798-1819(34)	.....
(9) Redi Residency	.. 1766(1)	.....	.....	.....
(10) Fort Victoria (Bankot) Residency	.. 1757-1809(9)	.....	.....	.....
(11) Bankot Factory	.. 1756-1814(7)	.....	.....	.....
(12) Karwar Factory	.. 1751-1752(1)	.....	1720-1722(1)	.....
(13) Sindh Factory	.. 1762-1764(1)	.....	.....	.....
(14) Mokha Factory	.. 1722-1795(4)	.....	.....	.....

I. Factory and Residency Records					
	Diaries (Year/No. of Records)	Inwards (Year/No. of Records)	Outwards (Year/No. of Records)	Files	
(15) Mokha Residency	.. 1820-1828(9)	.....	.....	.....	
(16) Basra Factory	.. 1763-1777(11)	.....	1725(1)	.....	
(17) Basra Residency	.. 1798-1811(9)	.....	.....	.....	
(18) Bushire Residency	.. .....	.....	1789-1798(1)	.....	
(19) Gombroon Factory or Residency	.. 1741-1757(7)	1743-1744(1)	1774-1775(1)	.....	
(20) Diego Garcia Island	.. 1786(1)	.....	.....	.....	
(21) Kolhapur Residency	.. .....	.....	.....	1854-1948(35)	
(22) Janjira Residency	.. .....	.....	.....	1937-47(35)	
(23) Jawhar Residency	.. .....	.....	.....	1914-41(80)	
(24) Rewa Kanta Residency	.. .....	.....	.....	1890-1926(15)	
(25) Rajpipla Residency	.. .....	.....	.....	1933-46(70)	
(26) Baroda Residency	.. .....	.....	.....	1936-45(100)	
(27) Gujarat State Agency and Baroda Residency	.....	.....	.....	1866-1927(900)	
Total		(513)	(64)	(43)	(1235)

II. Secretariat Department Records.						
	Diaries	Inwards	Outwards	Minute Books	Volumes	Abstracts of Proceeding
1. Secretariat.	.. ....	1646-1827 (59)	1677-1802 (30)	1756-1791 (7)	....	....
2. Public (General) Department.	1720-1820 (449)	1681-1885 (98)	1746-1895 (358)	1790-1820 (55)	1821-1912 (9,363)	1721-1971 (28,449)
3. Secret and Political Department.	1755-1820 (506)	1744-1873 (282)	1778-1828 (498)	1755-1820 (47)	1820-1913 (10,810)	1921-1967 (56,467)
4. Revenue Department.	1779-1820 (167)	1787-1885 (95)	1789-1885 (74)	1786-1791 (1)	1821-1911 (16,863)	1921-1965 (34,509)
5. Commercial Department.	1786-1820 (151)	1787-1833 (22)	1788-1836 (55)	1786-1789 (1)	1821-1836 (78)	....
6. Military and Commercial Department.	1788-1820 (367)	1787-1895 (237)	1788-1894 (405)	1787-1820 (52)	1821-1895 (6,724)	....
7. Judicial Department (Home Department).	1795-1820 (130)	1814-1886 (93)	1796-1869 (205)	1813-1820 (11)	1821-1911 (10,730)	1921-1968 (4,8983)
8. Financial Department.	1811-1820 (30)	1808-1885 (77)	1807-1885 (77)	1813-1820 (9)	1821-1912 (5,370)	1921-1959 (93,48)
9. Separate Department.	....	....	....	....	1830-1913 (439)	....
10. Ecclesiastical Department	....	1816-1873 (23)	1817-1873 (20)	....	1847-1911 (912)	....
11. Marine & Forest Department.	1818-1820 (15)	1798-1867 (136)	1818-1895 (114)	1818-1820 (3)	1834-1900 (1,858)	1921-1974 (140)
12. Mint Department	....	....	1829-1835 (2)	....	1830-1836 (29)	....

II. Secretariat Department Records	Diaries	Inwards	Outwards	Minutes Books	Volumes	Compilations.	Files	Abstracts of Proceedings
13. Steam Department	....	....	1838-1839 (4)	....	1836-1839 (29)	....	....	....
14. Public Works Department	....	1856-1859 (4)	1855-1860 (6)	....	1855-1921 (47,566)	....	1921-1964 (59,222)	1866-1931 (206)
15. Industries and Labour Department.	....	....	....	....	....	....	1921-54 (56,83)	....
16. Irrigation and Power Department.	....	....	....	....	....	....	1957-68 (22,212)	....
17. Educational Department.	....	....	1824-1910 (54)	....	1825-1912 (2,329)	1913-21 (6,721)	1921-58 (11,119)	1863-1931 (108)
18. Law and Foreign Department.	....	1797-1827 (2)	1796-1803 (2)	....	....	....	....	....
19. Legislative or Legal Department.	....	....	....	....	1862-1959 (8,942)	....	1820-1962 (3,800)	....
20. Reconstruction and Agricultural Department.	....	....	....	....	....	....	1947-1951 (58)	....
21. Famine Department.	....	....	....	....	1876-1902 (1,845)	....	....	....
22. G.D.(Plague-Branch).	....	....	....	....	1897-1903 (15,600)	1904-10 (756)	....	....
23. Indo-European Telegraph Department.	....	1856-1866 (4)	1863-1872 (5)	....	....	....	....	1864-1872 (9)
24. Mixed Records	....	....	....	....	....	1913 (1)	1912-47 (2,878)	....
25. Misc. Records	1660-1870 (2,724)	1812-1914 (3)	1799-1918 (7)	1775-1824 (9)	....	....	1928-1972 (13,116)	....
Total	(4,539)	(1,135)	(1,216)	(195)	(1,38,575)	(49,567)	(2,95,684)	(937)

## III-Private Records.

(1) Sangli Daftar	..	..	324 Rumals
(2) Chandwad Daftar	..	..	208 Rumals
(3) Mhaswad (Mane) Daftar	..	..	18 Rumals
(4) Dhulap Daftar	..	..	42 Rumals
(5) Akolkar Daftar	..	..	225 Documents
(6) Ahmadnagar Records	..	..	8 Rumals
(7) Pant Pratinidhi Daftar	..	..	37 Rumals
(8) Palshikar Daftar	..	..	12,000 Documents
(9) Mohjete Daftar	..	..	7 Rumals
(10) Mane (Rahimatpur) Daftar	..	..	1465 Documents
(11) Shirke Daftar	..	..	30,000 Documents
(12) Menawli Daftar	..	..	230 Rumals
(13) Jairam Swami Daftar	..	..	40,000 Documents
(14) Udajiram Deshmukh Daftar	..	..	25 Documents
(15) Gcharge Daftar	..	..	50 Documents
(16) Abhyankar Daftar	..	..	8 Rumals
(17) Pisal Daftar	..	..	200 Documents
(18) Kamruddin Records	..	..	174 Documents
(19) Nana Phadnis Daftar (Banaras)	..	..	10,000 Documents
(20) Niranter Daftar	..	..	25,000 Documents
(21) Chandwadkar Daftar	..	..	200 Documents
(22) Dherge Daftar	..	..	200 Documents
(23) Mahajan Daftar	..	..	50 Documents
(24) Patankar Daftar	..	..	6 Rumals
(25) Herwadkar Daftar	..	..	1,000 Documents
(26) Kolhatkar Daftar	..	..	2 Rumals
(27) Chalukya Daftar	..	..	50 Documents
(28) Records of the Nasikkar Victoria Hindu Sangita Mandali.	..	..	30 Marathi drama, 4 Old Newspapers.
(29) Records of Maharashtra Natya Mandir	..	..	Various Registers, Minute-Books and Original correspondence.
(30) Parasnis Collection	..	..	Persian documents and-Manuscripts.
(31) Sawantwadi Records	..	..	21 Rumals
(32) Tillu Daftar	..	..	6 Rumals
(33) Naik (Anjur) Daftar	..	..	37 Documents
(34) Halbe Collection	..	..	160 Books

## IV-Printed Records.

	Year	Total o. No. of Records.
(1) Publications	.. 1839-1978	1,15,945
(2) Gazettes	.. 1831-1978	9,700
(3) Maps	.. 1797-1962	10,000
(4) Newspapers Files	.. 1797-1978	2,500

## APPENDIX G

## RECORDS IN MANTRALAYA RECORD ROOMS

1. Home Department :		File Nos & /or Period
(1) 5th Series	..	2002/5 to 9989/5
(2) 6th Series	..	10/6 to 9995/6
(3) 7th Series	..	1/7 to 4934/7
(4) Triliteral Series	..	1953-69
(5) O Series	..	1946-53
(6) S Series	..	1945-53
(7) P Series	..	1945-64
(8) X Series	..	1951-53
(9) Ex-Madhya Pradesh Files	..	1933-56
2. Agriculture and Co-operation Department :		
(1) Triliteral Series	..	1950-66
(2) Numbering Files	..	17/1945 to 8558/1949
3. Revenue and Forests Department :		
(1) 45 Series	..	2,537 files
(2) 49 Series	..	2,208 files
(3) 51 Series	..	1,552 files
(4) O Series	..	1949-59
(5) P Series	..	1946-60
(6) PR Series	..	1955-59
(7) S Series	..	1946-60
(8) Triliteral Series	..	1953-66
4. Law and Judiciary Department :		
(1) Numbered Files	..	1960-62
(2) Volumes	..	1941-52 Series
(3) Volumes	..	1953-59 Series
(4) Digest of Opinion	..	1414 books
5. Industries and Labour Department :		
(1) 34 & 48 Series	..	3,092 files
(2) General Files,	..	7691/1930 to 9928/1933
(3) Triliteral Series	..	1950-57
(4) Vidarbha Ex-M.P. Files	..	1931-56
6. Education and Social Welfare Department :		
(1) Triliteral Series	..	1950-58
(2) Ex-Hyderabad Files	..	1950-58
(3) Ex-Madhya Pradesh files	..	1951-56
(4) W Series	..	1947-48
(5) R Series	..	1948-49
(6) General Files	..	462/1950 to 9445/1950

## 7. General Administration Department :

(1) 52 Series	..	..	..—1798 files.
(2) Triliteral Series	..	..	1952-67
(3) S Series	..	..	1946-56
(4) Madhya Pradesh Files	..	..	1947-56

## 8. Urban Development and Public Health Department :

(1) Triliteral Series	..	..	1953-71
(2) P Series	..	..	1931-59
(3) O Series	..	..	1949-54
(4) P. and S. D.-46 Series	..	..	..
(5) P.W.D.-48 Series	..	..	..
(6) Vidarbha Files	..	..	1947-56

## 9. Finance Department :

(1) Triliteral Series	..	..	1953-59
(2) S Series	..	..	1953-55

## 10. Public Works Department :

(1) Triliteral Series	..	..	1951-57
(2) S Series	..	..	1951-56, 1958-60
(3) P Series	..	..	1951-56, 1958-60

## 11. Irrigation and Power Department :

(1) Triliteral Series	..	..	1958-68
(2) S Series	..	..	1957-63
(3) P Series	..	..	1957-63
(4) O Series	..	..	1957-63

## 12. Buildings and Communication Department :

(1) Triliteral Series	..	..	1958-66
(2) S Series	..	..	1962-64
(3) P Series	..	..	1962-64

Total Records deposited in Mantralaya Record Rooms, till 30th April 1978—1,82,162 Files.

## APPENDIX H

## LIST OF SELECT THESES AND RESEARCH PUBLICATIONS

## BASED ON RECORDS IN BOMBAY ARCHIVES

1. *Bombay, Baroda and the Pirates of Kathiawad* (late 18th and early 19th centuries)—Kersie K. D. Merchant (MS. Thesis submitted to the University of Bombay for M. A. degree, 1942).
2. *Outram's Khatpat Odyssey*—H. D. Dhunjeebhoy. (MS. Thesis submitted to the University of Bombay for M. A. degree, 1943).
3. *Peshwa Bajirao I and Maratha Expansion*—by V. G. Dighe, Bombay, 1944.
4. *Memoirs and Writings of Acharya Bal Shastri Jambhekar (1812-1846)*—Vols. I to IV, by G. G. Jambhekar, Poona, 1950.
5. *British Political Missions to Sind in the Nineteenth Century*—Kala Thairani (MS. Thesis submitted to the University of Bombay for Ph.D. degree, 1950).
6. *The Evolution of the Bombay Province (1661-1818)*—Piroja Sorab Bhedwar (MS. Thesis submitted to the University of Bombay for Ph. D. degree, 1950).
7. *Vrittapatranacha Itihas* (History of Newspapers—Marathi)—by V. K. Joshi and R. K. Lele, Bombay, 1951.
8. *A Survey of Indigenous Education in the Province of Bombay (1820-1830)*—Edited by R. V. Parulekar, Bombay, 1951.
9. *A Chapter on the Early History of Education in the Bombay Province (Board of Education, 1848-55)*—B. N. Jog (MS. Thesis submitted to University of Bombay for M. Ed. degree, 1951).
10. *A Critical Inquiry into the Condition of Education in Gujarat during the First Half of the 19th Century*—R. K. Pathak (MS. Thesis submitted to the Maharaja Sayajirao University, Baroda, for Master of Education degree, 1952).
11. *Mahadji Scindia: A Political Career in India (Early Phase)*—M.S. Agaskar (MS. Thesis submitted to the University of Bombay for Ph. D. degree, 1952).
12. *Selections from the Records of the Government of Bombay, Education, Part I (1819-52)*—Edited by R. V. Parulekar, Bombay, 1953.
13. *Jonathan Duncan's contribution to the Foundation of the British Empire in India, 1792-1811*—S. N. Pradhan (MS. Thesis submitted to the University of Bombay for Ph. D. degree, 1955).
14. *Nana Phadnis and the External Affairs of the Maratha Empire*—Yashwant Narayan Deodhar (MS. Thesis submitted to the University of Bombay for Ph. D. degree, 1955).
15. *Anglo-Indian Journalism in Bombay (upto 1900)*—P. H. Bhuraney (MS. Thesis submitted to the University of Bombay for Ph. D. degree, 1955).
16. *Selections from Educational Records (Bombay), Vol. II (1815-1840), Vol. III (1820-1840)*—Edited by R. V. Parulekar and C. L. Bakshi, 1955-57.
17. *Source Material for A History of the Freedom Movement in India, Vol. I (1818-1885), Vol. II (1885-1920)*—Government of Bombay, Bombay, 1957.
18. *The Printing Press in India (Its Beginnings and Early Development)*—by A. K. Priolkar, Marathi Samshodhan Mandal, Bombay, 1958.
19. *Nana Shankarshet yanche Charitra* (Biography of 'Nana Shankarshet,—Marathi)—by P. B. Kulkarni, Bombay, 1959.
20. *F. W. Bain—His Life and Works*—Keshav M. Mutalik (MS. Thesis submitted to the University of Bombay for Ph. D. degree, 1959).
21. *Yuropiyanancha Marathicha Abhyas va Seva* (Study of Marathi Language by Europeans—Marathi), by Shrinivas Madhusudan Pingre, Bombay, 1959.
22. *Ingraji Satteviruddha Maharashtrantil Sashastra Uthav* (Armed risings in Maharashtra against the British Government—Marathi), by V. G. Khobreakar, Bombay, 1959.
23. *English Drama on the Bombay Stage—In the late Eighteenth Century and in the Nineteenth Century*—by Kumudini Arvind Mehta (A Thesis submitted to the University of Bombay for the degree of Doctor of Philosophy in the faculty of Arts, Bombay, 1960).
24. *Liberal Consciousness, Leadership and Political Organisation in Bombay and Poona, 1867-1896*—by James C. Messelos, (MS. Thesis submitted to the University of Bombay for Ph. D. in History), November 1964.
25. *Mahatma Jotirao Fooley—Father of Our Social Revolution*—by Dhananjay Keer, Bombay, 1965.
26. *The Politics of Mass Recruitment* (Attempts to Organize Popular Movements in Maharashtra, 1891-1908)—by Richard Ian Cashman (MS. Thesis submitted to Duke University for Ph. D. degree), 1968.
27. *Western India in the Nineteenth Century* (A study in the Social History of Maharashtra) by Ravinder Kumar, Routledge and Kegan Paul, Ltd., London, 1968.
28. *Doctor Bhau Daji Lad* (A biography in Marathi)—by A. K. Priolkar, Bombay, 1971.
29. *Urban Leadership in Western India (Politics and Communities in Bombay City, 1840-1885)*—by Christine Dobbin, Oxford University Press, London, 1972.
30. *History of Bombay, 1661-1708*—by M. D. David, Bombay, 1973.
31. *Edith Pechey-Phipson, M. D. (The Story of England's Foremost Pioneering Woman Doctor)*—by Edythe Lutzkar, Exposition Press, New York, 1973.
32. *Towards Nationalism (Public Institutions and Urban Politics in the Nineteenth Century)*—by J. C. Masselos, Popular Prakashan, Bombay, 1974.
33. *Prison as a Social System with Special Reference to Maharashtra State*—by R. N. Datir (Thesis submitted for the Ph. D. degree, University of Bombay, 1975).
34. *'Sadgrihashta', The Relocation of Socio-political Power in 19th Century Maharashtra*—by Michael David Metelite (MS. Thesis).
35. *Peshwa Bajirao II and the Downfall of the Maratha Power* by Dr. Mrs. S. G. Vaidya, Nagpur, 1976.
36. *A Caste in a changing World* (The Chitrapur Saraswat Brahmins, 1700-1935)—by Frank F. Conlon, Thomson Press (India), Ltd., New Delhi, 1977.
37. *Pheshwe Sawai Madhavrao yanchi Patni Yashodabai hicha Totaya*—(Marathi—Pretender of Yashodabai, wife of Peshwa Sawai Madhavrao)—by Sanjiv P. Desai, Itihas Samshodhan Mandal, Bombay, 1977.

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2. *A Guide to the India Office Records, 1600-1858*, by William Foster, London, 1919.
3. *Guide to the Records in the National Archives of India*, Part I (Introductory), New Delhi, 1959.
4. *Government Archives in South Asia*, (A Guide to National and State Archives in Ceylon, India and Pakistan), Edited by D.A. Law, J.C. Iltis and M.D. Wainwright, Cambridge University Press, London, 1969.
5. *Archives in India*, by Sailen Ghose, Calcutta, 1963.
6. *The Manual of Office Procedure*.—Government of Bombay, Poona, 1923.
7. *Manual of Office Procedure* (for Secretariat Departments), Government of Maharashtra, 1963.
8. *Modern Archives: Principles and Techniques* by T.R. Schellenberg, University of Chicago Press, 1957.
9. *Organisation of Government in Maharashtra*, Indian Institute of Public Administration, Maharashtra Regional Branch, Bombay, 1965.
10. *List of Proceedings, & C: Bombay, 1702-1900* (Preserved in the Record Department of the India Office, London), London, 1902.
11. *Reports by G.W. Forrest on Bombay Government Records* (General Department, Vols. Nos. 22B/1885 and 75/1889.)
12. *Preliminary Report on Government Records*, by Major Thomas Candy, Bombay, 1864.
13. *List of Factory Records of the late East India Company preserved in the Record Department of the India Office*, London, 1897.



14. *Sources for the History of British India in the Seventeenth Century*, by Shafaat Ahmad Khan, 1926.

15. 'The Factory and Company Records' (XVIIth and XVIIIth Centuries) by V.S. Bendrey, published in *Bharat Itihas Samshodhak Mandal Quarterly*, Vol. XXVII, Nos. 107-108, Poona, 1947.

16. 'The Story of the Bombay Archives', by Dr. V. G. Dighe, M.A. Ph.D. published in *Bharat Itihas Samshodhak Mandal Quarterly*, Vol. XXIX, Nos. 115-116 (October-December 1948), Poona, 1948.

17. *Report of the Administrative Enquiry Committee*, Government of Bombay, 1946.

18. 'Bombay Archives', by V.G. Khobrekhar, published in *Indian Archives* (National Archives of India, New Delhi).

19. *Maharashtratil Daftarkhane*, by V.G. Khobrekhar, Maharashtra State Board for Literature and Culture, Bombay, 1968.

20. 'Aprasiddha Aitihasik Sadhane: Mumbai Daftarkhana' (11 articles on 'Bombay Archives' by Sanjiv P. Desai), published in *Bharatiya Itihas ani Samskriti*, Vols. VI to X, Nos. 22-30, 34, 39 (*Quarterly of Itihas Samshodhan Mandal*) Bombay, 1969-1973.

21. Inventory of the Record Office ( 2 Volumes ) in Manuscript.

22. Annual Reports of the Department of Archives, 1947 to 1977

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